



Technology Usage Policy

JACKSON COUNTY SCHOOL DISTRICT

Technology Usage Policy

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.

LEGAL AND ETHICAL USE

It is the policy of the Jackson County School District to furnish all stakeholders opportunities to access a variety of technology resources to support the educational and instructional activities of the students and employees of the district. These opportunities require that technology usage 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 establish 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.

ACCESS TO RESOURCES

- ◆ Individuals may only use hardware, accounts, and software, that have been assigned to them or which are considered school 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 resources 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.

PRIVACY

To maintain network integrity and to ensure 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 monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. 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 or in cases of emergency.
- ◆ 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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- ◆ Software may only be used in accordance with the license agreement associated with it.
- ◆ The system network administrator is responsible for the installation of all software in use on the school's local area network or the district's wide-area network. No one else is authorized to load or tamper in any way with the software on either network.
- ◆ Copyright laws that govern the use of intellectual property will apply to the use of 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 taught to all students.

EMAIL

- ◆ The Jackson County School District provides e-mail service for all staff and students.
- ◆ Access to monitored e-mail will be provided to students for educational purposes.
- ◆ Student access to e-mail is subject to all legal and ethical standards outlined in this policy.
- ◆ Emails should not be considered as private communications. Nothing should ever be sent via email that you wouldn't post on a public bulletin board.
- ◆ Teachers should follow the Family Educational Rights and Privacy Act (FERPA) when communicating by email.
- ◆ All digital communication initiated or transmitted through software or hardware owned or managed by the Jackson County School District must be appropriate and responsible.
- ◆ 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 attempting or successfully 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.

INTERNET SAFETY

Information from electronic sources opens unlimited resources. 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, Jackson County School District has taken precautions to restrict access to inappropriate materials or sites 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.
- ◆ Internet usage is monitored for unauthorized access including hacking or other unlawful activities.
- ◆ Parents/guardians must notify their child's school in writing by August 31, 2020 if they **do not** wish for their child's first name, last name, and/or picture to be used on the Internet or article pertaining to a school activity or honor.
- ◆ Students will be taught appropriate online behavior including interacting appropriately with other individuals on social networking websites, chat rooms, and cyber bullying awareness and response.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner. In the event that 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.

WEBSITES

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.

- ◆ 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 parent 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.
- ◆ If a school elects to participate in social media websites, the information posted must conform with the district's Technology Use Policy, the Family Educational Rights and Privacy Act, and all permission requirements associated with the school website. The principal and his/her social media designee are responsible for all content posted to social media.

INAPPROPRIATE USE

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 whether on a school device or a personal device.

1. Accessing inappropriate websites (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 (i.e. cyber bullying)
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 online chat rooms
12. Posting any false or damaging information about other people, the school system, or other organizations
13. Disclosing, using, and disseminating 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 according to the Jackson County School District Code of Conduct 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.

PERSONAL ELECTRONIC DEVICE POLICY

The purpose of the Jackson County Schools Personal Electronic Device policy is to facilitate communications and collaboration between members of the Jackson County Schools community, which includes both staff and students.

Applicability

This policy applies to any approved Staff or Student electronic device while on Jackson County Schools' campuses.

Liability

Students bring personal electronic devices to school at their own risk. The Jackson County Board of Education, its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen devices. If a student has a personal electronic device and it is damaged, destroyed, lost, or stolen, school officials are not required to investigate the incident, nor will the school system have any financial responsibility for the device charges. School district personnel are not responsible for configuring personally owned electronic devices to access resources or for maintaining personally owned electronic devices used at school.

Privileges and Rights

The use of any approved electronic device by any staff and student is a privilege not a right. All Jackson County School Board policies concerning Internet/Network, Data Governance, and local school procedures apply.

Expectations for Devices

- The device may only be used with principal or teacher approval.
- Video recording or taking pictures will only be allowed with teacher/principal approval.
- The device should only be used at appropriate times for appropriate activities.
- It is the responsibility of ALL students to report any inappropriate use to the teacher.

Data Security

All students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

Jackson County Schools is not responsible for any data lost on any personal device.

Penalties

If a student is in violation of the personal electronic device policy, then the student must surrender the device to the teacher/principal upon request and provide any passwords needed to check its contents for items in violation of the Jackson County Board of Education Technology Usage Policy.

Failure to adhere to this policy will result in the consequences listed below:

1st violation - The electronic device will be confiscated and may be retrieved at the end of

the day from the principal. After five occurrences, the following violations will be enforced:

2nd violation - The electronic device will be confiscated for 5 school days.

3rd violation - The electronic device will be confiscated for a period of 2 weeks and student will serve 5 days of In-School Suspension, a parent meeting may be requested

4th violation - The electronic device will be confiscated for a period of 1 month and student will serve 5 days of Alternative School.

5th violation - Will be considered willful disobedience and student will receive indefinite suspension to Alternative School pending board hearing.

***The Jackson County Code of Conduct may apply to the misuse of personal devices.**

PARENTAL PERMISSION

Written parental permission is required before students will be allowed to conduct research and communicate on the Internet. It is the responsibility of the school staff to secure parental permission before access is allowed.

Parents/guardians must notify their child's school in writing by August 31, 2021 if they **do not** wish for their child's first name, last name, and/or picture to be used on the Internet or article pertaining to a school activity or honor.



Alabama State Department of Education Policy

Cell Phone/Electronic Device during the Administration of a Secure Test

Student Policy

The possession of an electronic device (including, but not limited to, cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of an electronic device during the administration of a secure test, the device will be confiscated.

If a student is observed using an electronic device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

School Personnel Policy

School personnel involved in administration of state testing may not use electronic devices (including, but not limited to, telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

Board approved June 29, 2017

**JACKSON COUNTY SCHOOL DISTRICT
STUDENT TECHNOLOGY RESOURCES AGREEMENT
2021-2022**

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. Electronic version available at:

<https://www.jacksonk12.org/handbook>

- ◆ 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: _____

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.

I also understand that unless I notify my child's school in writing by August 31, 2021, my child may use the internet while at school according to the rules outlined in the policy, that a picture of my child engaged in school activities may be placed on the Internet, and that my child's first name and last name may be used on the Internet with a picture or article pertaining to a school activity or honor.

Parent/Guardian name (please print): _____

Parent/Guardian signature: _____

Date: _____

(OVER PLEASE)