



Bacon County Board of Education INTERNET SAFETY and ACCEPTABLE USE POLICY

MISSION:

The Bacon County School District is endeavoring to provide technological tools for its staff and students in an effort to enhance the learning environment including computers and peripherals, networks, and the Internet. These tools possess great power and potential when used responsibly, but can be harmful if used improperly. The purpose of this Acceptable Use Policy (AUP) is to provide guidelines to help ensure proper use of technology for the enhancement of education in Bacon County.

The capacity for enhancing the educational process through technology is immense. We are very fortunate to have computer technologies in our schools. As users, students and staff are expected to demonstrate maturity and responsibility for working in a computer-oriented environment. When using a computer network remember that every action taken by a user has the potential to affect the work of other users of the network. As a user of any computer technology in the Bacon County School District you automatically agree to abide by these guidelines.

RIGHTS AND RESPONSIBILITIES:

The use of any computer network or individual computer is a privilege, not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Every BCSD user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form.

RULES AND REGULATIONS FOR USE:

Students

Technology is an integral part of the learning experiences in the Bacon County Schools. Students will use these resources to acquire knowledge, to seek, evaluate, and create information, and to communicate and collaborate with others. The use of the system's computers and network is a privilege that requires each student to act responsibly. The student shall be accountable for any violations of this Acceptable Use Policy, as they would be for any other classroom disciplinary incident. A student and his/her parents shall be responsible for damages resulting from a violation of this policy and shall be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do. Students may not download, install, or use games or any other unauthorized program on any school's computer or computer system.

Students are responsible for ensuring that any computers or computing devices, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. These must be approved by school staff, teacher or supervisor prior to being used with BCSD devices.

Students have no expectation of privacy in their use of and storage on the Bacon County School District network or on any online storage solution provided by the school system. Any access from a school computer, including internet browsing and use of electronic mail, is subject to monitoring and may be visible through routine maintenance. Monitoring and maintenance may lead to the discovery that a user is violating this use policy and implementing regulation, other BCSD policies, or the law. Such violations will be reported and appropriate action taken as outlined in the student conduct code.

With the permission of the school administration and the classroom teacher, the student may use a personal computing device to include smart phones at school for instructional purposes. A student's personal device may be connected to a school wireless network only upon specific permission of the school administration and the Technology Department staff. Use of this personal device will be governed by this Acceptable Use Policy, and the device will be subject to monitoring and inspection by school authorities and compliance with the student code of conduct.

The student SHALL

- Login to the Bacon County Schools network using his or her assigned username and password (when a username and password has been provided to the student)
- Identify him or herself by first name only when posting on any wiki, blog, or other web-based tool provided by or authorized by the BCSD
- Give credit for information found through internet research when used in a class project or paper
- Only use public domain or creative commons licensed images in class projects
- Notify the teacher or media specialist if he or she inadvertently browses to an inappropriate site on the Internet
- Use a school system-provided email account only for instructional purposes and as directed by his or her teacher (if provided with an email account by the school system). Students should use their Gmail provided email account (first initial, middle initial, last name, and last two digits of their graduation year, e.g., jdsmith22@bcraiders.com) for all school communications.

The student SHALL NOT

- Use the school system's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally-accepted network etiquette or a violation of the student conduct code
- Seek or initiate access to inappropriate material on the internet, including (but not limited to) abusive, obscene, sexually-oriented material, or hate speech
- Use the school computers or network for illegal activity, such as copying or downloading copyrighted software, music, or images, or for violation of copyright laws
- Purposely bring on premises or infect any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information

- Gain access or attempt access to unauthorized or restricted network resources or the data and documents of another person, nor will the student alter or delete the data belonging to others or to the school system
- Use or attempt to use the password or account of another person or use a computer while logged on under another user's account
- Use the school's computers or network while access privileges have been suspended.
- Alter or attempt to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- Vandalize, disconnect or disassemble any network or computer component to include but not limited to: Chromebooks, MacBooks, desktop computers, printers or any other BCSD electronic device used for learning.
- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy
- Provide another student with user account information or passwords
- Bring on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- Download, access via e-mail or file sharing, or install any software or programs not specifically authorized by Technology Department personnel.
- Bypass or attempt to circumvent network security, virus protection, network filtering, or policies.

Violations – Violations of any of the provisions of this use and implementation policy will result in restricting or discontinuing a user's use of the Bacon County Schools District's technology and may result in other disciplinary and/or legal action. For students, disciplinary action will be tailored to meet the specific violation. If the violation also involves a violation of other Bacon County Board of Education policies or implementing regulations the violation will be handled in accordance with the discipline measures recommended by that other policy or regulation. The Bacon County School District will fully cooperate with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district's technology, as permitted or in compliance with federal and state laws.

THE INTERNET

The rules governing computer use outlined above certainly apply to the Internet. Further there are specific Rules and Regulations for Internet use:

SPECIFIC USE OF THE INTERNET AND ON-LINE SERVICES PROCEDURES

Belief Statement

On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide communication and exploration. On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. Students and staff have access to government documents, social and scientific data, library indexes, and many other types of information.

District Guidelines for Student Use of the Internet

Internet users are expected to use the Internet as an educational resource. BCSD uses Google's G Suite for Education as a part of and with our instruction. The following procedures and guidelines are used to help ensure that appropriate use with both.

1. Students are to receive instruction in the proper use of the Internet through teacher review of use of the Internet. To include, but not limited to, interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
2. Students are required to sign a contract indicating their understanding and acceptance of the district's guidelines. Use is only available in a supervised classroom environment.
3. Parents must give their permission for their child to use the Internet.
4. Students are responsible for their explorations of the Internet and subject to the consequences of the student conduct code.

Warranties: BCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. BCSD will not be responsible for any damages you may suffer. This

includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by network failure or your own errors or omissions.

Acceptance: All terms and conditions as stated in this document are applicable to BCSD. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

Student Expectations in Use of the Internet

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the district. Students are to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be courteous and respectful in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate
3. language. Illegal activities are strictly forbidden.
4. Do not reveal your home address or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only... even if you think you "know" your correspondent.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Always try to do your best writing, and proofread and edit your messages.
7. Only public domain software can be downloaded.
8. Do not post personal messages on bulletin boards or "list serves". Send personal
9. messages directly to the person to whom you want to write.
10. Do not use the network in such a way that you would disrupt the use of the network
11. by other users.
12. Do not search for or access inappropriate sites.
13. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
14. Do not make solicitations or purchases of a personal nature.
15. Do not conduct unethical or illegal activities of any kind.
16. Do not conduct commercial, for-profit activities.

* Bullying: The Bacon County Schools District has adopted policies prohibiting bullying all rules apply to online activity when using BCSD devices or networks. Students should not use personal or school-owned technology resources to threaten, harass, or intimidate others. Prohibited behaviors include, but are not limited to:

- Cyber stalk or engage in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. SnapChat, Instagram, Facebook, etc.) chat rooms, texts, and instant messaging
- The use cell phones or any Smart device to take embarrassing photographs or videos of students or school employees and posting them online
 - Sending abusive or threatening text messages or instant messages
 - Using websites to circulate gossip and rumors to other students

Online Safety Rules

1. I will not give out personal information, such as my address, telephone number, parent's work address or telephone number or the name and location of my school without my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the online service.
5. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Taken from "Child Safety on the Information Highway" brochure from the National Center for Missing and Exploited Children and the Interactive Services Association.

- Observe all laws including copyrights, licensing agreements, and trade secret laws.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

PENALTIES FOR IMPROPER USE OF COMPUTER AND NETWORK RESOURCES:

- Any user violating these rules and guidelines or any other school rules or policies is subject to loss of computer privileges and any other School or System Disciplinary option deemed appropriate. Student violations may result in discipline up to and including suspension or expulsion. Staff violations may result in discipline up to and including dismissal. Fees and other charges may be imposed.
- Any unauthorized access, attempted access or use of any network system in violation of state or federal law shall be subject to criminal prosecution.
- Students and their parents shall be responsible for the reimbursement of any cost incurred for the repair of any software or hardware damage caused by the intentional misuse of the system by the student.

INTERNET SAFETY (see appendix B)

It is the belief of the BCSD that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Bacon Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 and
2. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) Obscene, (ii) child pornography, or (iii) harmful to minors as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures and guideline shall be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matters on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications:
- c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online:
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

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Bacon County Board of Education
TECHNOLOGY/INTERNET USER CONTRACT

Please read this document carefully. When signed by you and, if you are under 18, your parent or guardian, it becomes a legally binding contract. This permission will be considered valid for the _____ School year. Parent/guardian or staff member may negate this permission with written notification to the Media Staff in the student's building.

I have read the Acceptable Use Policy for school technology. I understand that any violation of the above conditions, rules or regulations is unethical and may constitute a criminal offense. Should I violate any of these conditions, I understand that my computer privileges will be restricted, suspended or revoked and I may be liable to further disciplinary and/or legal action as set forth in the AUP.

Also as a student at Bacon County School District, you now have access to the Internet. Unfortunately, there can be a downside. To ensure quality use of The Internet, we have established the following guidelines:

1. You should always have a specific topic of interest for research using The Internet.

2. Unauthorized downloading of information to student disks, network drives, mobile devices, or workstation hard-drives will not be tolerated.

3. Consequences for misuse/abuse of The Internet: (Depending on the severity of the situation, the disciplinary process may include combinations of the following consequences.)
 - Loss of privilege to use The Internet
 - Referral to principals for discipline

4. Date of return of parental sign-off form

As educators, we are excited about allowing you access to the wealth of information on The Internet. We also want to help you make correct choices regarding the use of this tremendous resource. Feel free to contact any teacher or administrator with any questions. Please sign below indicating your willingness to use The Internet under the above guidelines. A parental release form is also required to be on file prior to your navigation on The Internet.

Student Name (print) _____
Student Signature _____
Date _____

Parent/Guardian:

By execution of this contract, I certify that I am the parent/guardian of this student and that I have read the entire Acceptable Use Policy documents and guidelines. I understand that this Internet access is for educational use only and is a privilege. I recognize that although it is not feasible for the Bacon County School District to restrict access to all materials available through the Internet, that the BCSD will make every reasonable effort to monitor usage and to insure that the same is used for acceptable purposes. In this respect, I hereby release the BCSD from any liability of claim through my child's use of the Internet. I understand that the use of the computer system by my child contrary to or in violation of the terms of the AUP will result in the restriction, revocation of my child's computer privileges and may subject my child to additional disciplinary or legal action. I understand and agree that my child and I may be held liable for reimbursement for the cost of repair of any software or hardware damage caused by the intentional misuse of the system by my child. I hereby give permission to the BCSD for this student to have access to and use the Internet and further certify that the information on this form is correct.

Printed Name of Parent/Guardian

Signature Parent/Guardian

Date

Teacher/Staff
TECHNOLOGY/INTERNET USER CONTRACT

Please read this document carefully. When signed by you it becomes a legally binding contract.

I have read the Acceptable Use Policy for school technology. I understand that any violation of its conditions, rules or regulations is unethical and may constitute a criminal offense. Should I violate any of these conditions, I understand that my computer privileges will be restricted, suspended or revoked and I may be liable to further disciplinary and/or legal action as set forth in the AUP.

To ensure quality use of The Internet, we have established the following guidelines:

1. You should always have a specific topic of interest for research using The Internet. Unauthorized downloading of information to network drives, iPads or workstation hard-drives will not be tolerated.
2. Consequences for misuse/abuse of The Internet: (Depending on the severity of the situation, the disciplinary process may include combinations of the following consequences.)
 - a. Referral to Bacon County Board of Education
 - b. Disciplinary action
 - c. Appropriate legal action

I agree to abide by the Bacon County School Districts Internet guidelines.

Teacher/Staff Name (print)

Signature

Date

Bacon County Board of Education

TECHNOLOGY USER CONTRACT/NO INTERNET

Please read this document carefully. When signed by you and, if you are under 18, your parent or guardian, it becomes a legally binding contract. This permission will be considered valid for the _____ School year. Parent/guardian or staff member may negate this permission with written notification to the Media Staff.

User:

I have read the Acceptable Use Policy for school technology. I understand that any violation of the above conditions, rules or regulations is unethical and may constitute a criminal offense. Should I violate any of these conditions, I understand that my computer privileges will be restricted, suspended or revoked and I may be liable to further disciplinary and/or legal action as set forth in the AUP.

Student Name (print)

Student Signature

Date

Parent/Guardian:

By execution of this contract, I certify that I am the parent/guardian of this student and that I have read the Acceptable Use Policy. I understand that the use of the computer system by my child contrary to or in violation of the terms of the AUP will result in the restriction, revocation of my child's computer privileges and may subject my child to additional disciplinary or legal action. I understand and agree that my child and I may be held liable for reimbursement for the cost of repair of any software or hardware damage caused by the intentional misuse of the system by my child. I hereby give permission to the Bacon County School System for this student to utilize all technologies **excluding the Internet** and further certify that the information on this form is correct.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

**Bacon County School District--Internet Safety
Policy Children's Internet Protection Act
Compliance**

Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the Bacon County School System is undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA.

Overview

Bacon County Schools has in place an Acceptable Use Policy (AUP) that sets the system's standards for ensuring the safe and beneficial use of technology. The system employs a software package to block or filter internet sites in an effort to protect students from inappropriate forms of information and electronic communications.

1. Technology Protection Measure

Bacon County Schools has purchased web filtering software (Fortigate) which updates automatically on a daily basis. The software is installed on a server through which all internet traffic must pass. It monitors net usage and offers reporting capabilities. The implementation of this procedure is documented by a purchase order for the acquisition of the software. It is possible to disable certain features of the software to allow adults to engage in research and other lawful activities related to the educational mission of Bacon County Schools. Documentation of both measures follows this narration.

2. Internet Safety Policy

Within the Bacon County Schools Acceptable Use Policy the issues required by the Internet Safety Policy are addressed. Access to inappropriate sites on the internet by minors is specifically restricted and measures to filter or block such sites are identified. Email accounts, chat room usage and other forms of direct electronic communications are restricted for minors. Tampering with or intentionally altering data or programs are prohibited. The Acceptable Use Policy addresses the referencing or depicting of students on the system's web pages.

3. Public Notice

The Bacon County Schools post a copy of the Acceptable Use Policy and the District's Internet Safety Policy on the district website. Scheduled public meetings have been held to explain our policy and how our technology works to protect our children and comply with CIPA. Bacon County offers an informative session at the beginning of each school year to inform parents on the dangers of the internet and how to safely use the internet.