

**Introduction**

Andalusia City Schools (ACS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide access to technologies for student and staff use. That access carries with it responsibilities and obligations as expressed in this Acceptable Use and Internet Safety Policy (AUP). This AUP outlines the guidelines and behaviors that all users are expected to follow when using school provided technologies or when using non Andalusia City Schools devices.

- The ACS network is intended for educational purposes ONLY.
- All activity over the network or using district technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- All users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action for both students and staff. These actions could include expulsion for students and termination for staff.
- ACS makes a reasonable effort to ensure user safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**Technologies Covered**

ACS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, ACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. User owned devices that are not property of ACS might be connected to the network in some manner. In this case, those devices are covered under this AUP.

**General Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

**Internet Access \ Web Access**

ACS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT Services staff member or submit the site for review. ACS provides a network for use by employees, students, and guests. Users should not connect a device to the network without following district protocols. All online services provided by the district are not private for the users of the service. Applications such as online testing software or learning management systems are monitored and can be reviewed by the administration of ACS at any time without notice. Users that bring devices onto Andalusia City Board of Education property which have access to cellular data that is not filtered by the ACS, should not use these devices in a way to circumvent the protocols set in place to monitor and filter web access.

**Email**

ACS may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Users are responsible for the care of their email. Any email older than 90 days should be deleted or moved to a local folder on the machine. All email is archived and the IT Services Division can retrieve emails of great importance if the need arises. It will be at the discretion of the ACS administration when an email will be retrieved via the archiving system.

**Social / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, ACS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

**Devices / Mobile Devices Policy**

ACS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Any loss, damage, or malfunction should be reported to the appropriate administrative authority, or the IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of ACS issued mobile devices off the school network will be monitored.

**Non-ACS Devices Policy**

ACS maintains a cell phone policy to cover the use of cell phones in the school setting. For other non-ACS devices, students should keep personally-owned devices (including laptops, tablets, and smart phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when a non-ACS mobile device is used on campus, they only should be connected to the guest network. This includes vendor presentations or any non-school related entity that needs to access the Internet.

**Online Safety / Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. These safeguards include not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads**

Users should not download, attempt to download, or run executable or install package programs not directly related to instruction. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

**Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

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Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

### **Digital Citizenship / Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyber Bullying**

Cyber Bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) or incite harm on another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

### **Education of Digital Citizenship**

ACS will follow the Alabama Course of Study in teaching digital citizenship. Each grade level has a state approved technology course of study that will be used to guide instruction.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.

- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Limitation of Liability**

ACS will not be responsible for damage or harm to persons, files, data, or hardware. While ACS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Any resources given to students are for educational uses only. ACS will not be responsible for any student misusing the resources that have been given to them.