

CLINTON PUBLIC SCHOOL DISTRICT

ACCEPTABLE USE POLICY



Technology Office

The computer system that you are accessing is the property of the Clinton Public School District and is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to NO EXPECTATION of privacy in their use of this computer and access of the Internet. User's computer usage and Internet access will be monitored at any time for unacceptable and illegal use.

Computer Use

The Board of Trustees of the Clinton Public School District believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The Board also believes that students and faculty members should be provided with as much freedom as possible to explore the world of technology and to benefit from the educational opportunities it provides.

It is the policy of this Board that equal access to educational opportunities is provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The Board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others.

Technology shall include but is not limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video/audio, the World Wide Web (WWW) or Internet, Listservs, Chatservs, multi-user domains and other technology used in distance learning or distance education. Telecommunications technology shall include but is not limited to local area networks and wide area networks. Implemental technology shall include but is not limited to, implementation of equipment and instruments or devices that promote the technology education process and are employed in the science of study of the practical, industrial, mechanical arts or applied sciences.

Therefore, the Board has directed the superintendent to develop rules, regulations and procedures governing the use of computers and computer technology in this district. Such rules and regulations are incorporated into and are part of this policy. References to the policy shall include any rules and regulations attached to it or incorporated within it.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

AND

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

The Clinton Public School District in order to be eligible for Federal Funds is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Plan.

Children's Internet Protection Act (CIPA)

CIPA requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA becomes effective on approximately April 21, 2001.

The Children's Online Privacy Protection Act (COPPA) COPPA was signed into law on October 21, 1998, and is effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen. On October 21, 1999, the Federal Trade Commission, pursuant to the requirements of COPPA, published final rules in the Federal Register implementing COPPA. The rules set forth the specific manner in which entities are expected to comply with, and how the FTC will enforce, COPPA.

INTERNET FILTERING

The school district subscribes to the Mississippi Department of Education's Office of Management Information Systems Content Filtering System.

The school district pays an annual fee for each computer connected to the Internet. MDE and its contracted vendor control the filtering process but allow authorized district's personnel to have over ride authority.

CLINTON PUBLIC SCHOOL DISTRICT

STUDENT AND STAFF

COMPUTER USE

(REGULATION)

In accordance with the policy of the Clinton Public School District this regulation governs the use of computers and computer technology in this school district.

Personal computers, computer peripherals and network components not owned by the school district shall not be used in this school district.

School district computers and computer peripherals will be used only by supervised students and faculty members. School district patrons may be permitted to use equipment only under certain circumstances as determined by the board of trustees. Permission to use school technology may be granted as a privilege or may be revoked for violation of this policy, failure to follow the verbal written instructions of school faculty or the school district's network administrator.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written), softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read, understand, and follow those procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet web sites, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by the district technology office and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed or removed from school district computers only by, or at the direction of, the technology office. No commercial or shareware software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind, loading and/or reading personal data from a school district computer or computer system except as part of a class project or as directed by an authorized faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, (or otherwise harass), any other user or system operator of any bulletin board, newsgroup, website, or telecommunications entity.

Telecommunications users will not log into any area which obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain and sign an Internet Access Conduct Agreement and have the form signed by the parent(s), legal guardian(s) or other legal custodian and their teacher before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such a form is on file before a student is permitted to use computer telecommunications equipment.

You must post a valid return address for all email. You can not send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information which purposely or negligently injures a person.

The superintendent or designee shall have access to all material loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including content of email loaded or stored on district computers.

Sanctions:

Violations of this policy by school patrons will result in the loss of user privileges.

Violation of this policy by students will result in disciplinary proceedings which may include suspension and loss of user privileges. Additional disciplinary action may be taken as appropriate according to general school or district rules of behavior.

Violations of this policy by a classified or certified employee will result in disciplinary proceedings which may include the termination of employment.

Violations such as blatant e-mail or network abuse, child pornography and hacking attempts will result in immediate termination of network access and Internet use.

Law enforcement agencies may be notified in some violations.

INTERNET AND COMPUTER NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS AND STAFF

The Clinton Public School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational material and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Policy of the Clinton Public School District. Upon reviewing, signing, and returning this policy, (as the students have been directed), each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to: any student, 18 or older, who fails to sign and submit the policy to the school as directed; any student under 18, who does not return the policy as directed with the signatures of the student and parents or guardians.

Listed below are the provisions of your agreement regarding network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one whom you can direct your questions. If any user violates this policy, the student's access may be denied, and if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Terms of the Permitted Use

A student who submits to the school, as directed a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account. Staff members will also be required to sign a new policy each year before they are allowed access to the district's computer network.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer network and the Internet *only* for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if the activity is appropriate.
2. **Illegal and/or Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violates the law or encourages others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; download or transmit confidential, or trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the material to use them.
- B. Uses that cause harm to others or damage to their property. For example: do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in activities or any form of unauthorized access to other computers, networks or information system.

Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to the use of firearms, explosives, incendiary devices or other similar material.

- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your personal or program (AR, STAR, SASI etc) passwords with others; or impersonate another user.
- D. Uses that are commercial transactions. Students and staff users may not conduct a business, sell or buy anything over the Internet. You should not give private information about you or others, including credit card numbers, social security numbers, home phone number or address.
- E. Users shall not install, download or play computer games on the district computers or network. Only games that have educational merit in the subject area being taught and are included in an approved lesson plan will be considered for installation.
- F. Introduction of personal equipment and software: User shall **not** connect any personal equipment (laptop computers, networking equipment, digital cameras, palm pilot, memory sticks, printers etc.) to the district's network nor shall they change, modify or alter the district's network topology in any way. Users shall not bring software from home to install on the district's computers and not take district software home unless approved by the Technology Department. (Integrate is approved for home use, at your own risk)
- G. System Resources. Users agree not to download or transmit large files over the network unless it is absolutely necessary. Users agree not to post chain letters or engage in "spamming" (that's sending annoying or unnecessary messages to large numbers of people.). Users should only send email of an educational nature and should inform any sender to stop sending email that is personal by nature. Even if the user has a personal account with another Internet provider they should not access their account since they are still using the district's computer and network resource when contacting their personal provider, regardless of the time of day.

Users shall not degrade the performance of the computer or computer network by downloading audio/video streaming, unless this service is incorporated into an approved educational lesson plan in a subject area being taught. (Playing music or real time video from the Internet)

- H. Only approved users shall be allowed to subscribe to “List Servers” or other services like “Weather Bug”. An example of a list server is WLBT news alert. When you subscribe at no cost they email you regarding any breaking news event. Weather Bug is a weather service with constant weather bulletins and temperature reporting over the Internet.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes related to race, gender, ethnicity, nationality, religion or sexual orientation.
 - C. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large (over 2 MB) to be accommodated by the recipient’s system and is in a format which the recipient can open.

Internet Safety

1. General Warning:

Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to material to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising parent, guardian or teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. “Hacking” and Other Illegal Activities

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, participation in illegal gambling, lottery or other similar activities which violates any other applicable law or municipal ordinance, is strictly prohibited. Unauthorized access to or use of data, systems or network, including: attempts to probe, scan or test the vulnerability of a system, network or to breach the security or authentication measures without the express authorization of the District Technology Department, Superintendent or designee is a violation of this policy. The unauthorized monitoring of data or traffic on any district network or system without the express authorization of the superintendent, and the Mississippi Department of Education’s Technology Office is prohibited.

4. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. Student information on the district's website shall contain no more than the student's picture and/ or first name only and no other information about the student, provided that permission of the parent or guardian is given. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restrictions Measures "Filtering"

The school, either by itself or in combination with the Clinton Public School District's Technology Office and with the help of the Mississippi Department of Education. Technology Department providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are.

- (1) **Obscene, (2) Pornographic, or (3) Materials Harmful to minors** The schools will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled with the approval of the Director of Technology or the Superintendent of Clinton Public Schools, for purposes of bona fide research or educational projects being conducted by students age 18 and older.

The term "harmful to minors" is defined by the Children's Internet Protection Act (CIPA).

Please consult the Children's Internet Protection Act for a complete description of items that are "harmful to minors". Several Internet sites are available to view and download the complete document.

www.ala.org/cipa
www.ifea.net/cipa.html
www.fcc.gov/cgb/consumerfacts/cipa.html

Or you can search Google for CIPA.

Right of Privacy

Network and Internet access is provided as a tool for your educational use only. The Clinton Public School District reserves the right to monitor, inspect, copy, review, transfer, and store at any time and without prior notice any and all usage of the district's computers, computer network, Internet access and any and all information transmitted or received (including email) in connection with such usage. All such information files shall be and remain the property of the Clinton Public School District and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The student and staff use of the computer network and Internet is a privilege, not a right. A user who violates this policy shall, at a minimum, will have his or her access to the computer, computer network and Internet terminated. Furthermore; the Clinton Public School District may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy and state or

federal law. A user violates this policy by their action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer, computer network, network application software and the Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action, including legal action in such circumstances. Student and staff may have a right to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Warranties/Indemnification

The Clinton Public School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computers, computer network, peripheries and the Internet provided under this policy. It shall not be responsible for any claim, losses, damage, or costs (including attorney's fees) of any kind suffered, direct or indirect, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computers or computer network or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use. Users who are 18 or older, (or in the case of a user under 18, the parents/guardians) are agreeing to indemnify and hold the school, the school district, the district's technology office., the Miss. Department of Education Technology and all of their administrators, teachers, and staff harmless from any and all loss, cost, claims, or damage resulting from the user's access to its computer networks and the Internet. This includes but is not limited to any fees or charges incurred through purchases of goods or services by the user. The user, (or if the user is a minor, the user's parents/guardians) agrees to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Reference:

21 O.S. 1040.75, 1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communication Act of 1934, amended 1969
Elementary and Secondary Education Act of 1965, as amended
(20 U.S.C. 6801 et seq., Part F)

Cross-Reference

Policy: Clinton Public School District Disciplinary Procedures, for Certified and Classified Employees
Policy: Using Copyrighted Material
Policy: Computer Use

ACCEPTABLE USE REGULATIONS

1. School district's computers and computer networks are for academic use only and computers will be turned off before leaving for the day.
2. The school district will perform periodic computer usage audits, so be prepared to be held accountable for your actions.
3. User agrees to notify a staff person immediately if you encounter material that violates the district's acceptable use policy or the school's code of conduct.
4. Users shall not access, transmit or retransmit language that may be considered offensive, defamatory, abusive or harasses another person
5. Users will not damage the district's computers, peripherals or network in any way.
6. Users shall not degrade the performance of the computer or computer network by posting personal e-mail, chain letters, sending or receiving large attachments files, or audio/video streaming. (Playing music or real time video from the Internet).
7. Do not use the network for illegal activities (i.e. threats, instructions on how to perform an illegal act, gambling, pornography, drug dealing, purchase of alcohol, gang activities, use of firearms, explosives of any kind, etc.)
8. User shall not install, download, upload, or post unauthorized files, screen savers, wall paper, games, programs, or other electronic media on the district's computers or network, including personal pictures, religious or political statement wallpaper.
9. Do not violate copyright laws, including copying music from the Internet.
10. Do not share your password or system password with anyone.
11. Do not attempt to "hack" or "crack" the district computers or network.
12. Only academic e-mail is allowed on the district's network.
13. Users will not subscribe to any "List Servers" or Weather Bug without prior approval.
14. Do not access files, folders, or work of other students, teachers, or administrators.
15. Students and staff are not allowed to use district computers to conduct a business, shop on-line or make personal purchases from the Internet.
16. Students and staff are not allowed the use of any "Chat Programs, Instant Messenger, Buddy List, ICQ services, etc." with the district's computer system.

**CLINTON PUBLIC SCHOOL DISTRICT
STUDENT ACCEPTABLE USE
USER AGREEMENT AND PARENT PERMISSION FORM**

I hereby agree to comply with all of the stated Acceptable Use Policy for Internet and Other Electronic or Telecommunication Resources and agree to honor all relevant laws, regulations, and restrictions.

A complete copy of the school district's Acceptable Use Policy will be made available to the student parent or legal guardian upon request.

STUDENT SIGNATURE _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the computer resources provided by the district and agree to honor the district policy for use of electronic information equipment and services.

PARENT SIGNATURE _____

Name of Student _____

Home Address _____

Telephone _____

School _____ Grade _____

Teacher Signature _____

Complete AUP available on the District's Website

**CLINTON PUBLIC SCHOOL DISTRICT
EMPLOYEE ACCEPTABLE USE AGREEMENT FORM**

I hereby agree to comply with all of the stated Acceptable Use Policy for Internet and Other Electronic or Telecommunication Resources and agree to honor all relevant laws, regulations, and restrictions.

A complete copy of the school district's Acceptable Use Policy will be made available to the employee upon request.

EMPLOYEE SIGNATURE _____

Home Address _____

Telephone _____

School _____

Position _____

Complete AUP available on the District's Website

**CLINTON PUBLIC SCHOOL DISTRICT
GUEST ACCEPTABLE USE AGREEMENT FORM**

I hereby agree to comply with all of the stated Acceptable Use Policy for Internet and Other Electronic or Telecommunication Resources and agree to honor all relevant laws, regulations, and restrictions.

A complete copy of the school district's Acceptable Use Policy will be made available to the undersigned upon request.

GUEST
SIGNATURE _____

Home Address _____

Telephone _____

School _____

Complete AUP available on the District's Website

CLINTON PUBLIC SCHOOL DISTRICT

ACCEPTABLE USE BANNER

GO ARROWS



The computer system that you are accessing is the property of the Clinton Public School District and is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to NO EXPECTATION of privacy in their use of this computer and access of the Internet. User's computer usage and Internet access will be monitored at any time for unacceptable and illegal use.

CLINTON PUBLIC SCHOOL DISTRICT

ADMINISTRATIVE STAFF

10/5/2004

On August 10th, 2004 the Clinton Public School District's School Board gave final approval to the new CPSD Acceptable Use Policy (AUP) covering the areas of Internet and District Network Communication along with the a new copyright policy.

You should find a copy of both policies in your districts CPSD Policy Handbook and additional copies can be provided for your school as needed.

One policy will cover all employees, students and guest that wish to use a district computer. Everyone wishing to use a district computer will be required to sign the AUP policy sheet agreeing to follow the rules described within. Those individuals that fail to follow this policy will have their account suspended and their network connection disabled pending review by the Technology Office and district administrative team members.

The district will audit computers and network activity to ensure compliance with the AUP.

With the School Board approval of the new AUP the district will offer, teachers, librarians, and cafeteria managers a district GroupWise e-mail accounts.

No one will be required to have a district email account but those who choose to will be expected to meet additional security safe guards.

The security safeguards are:

- 1. The computer must be on the user's desk or in close proximity to the operator.**
- 2. Students and children will NOT be allowed access to this computer at any time.**
- 3. Microsoft Office "Word" will be the only supported word processor with GroupWise.**
- 4. If the classroom can not be locked then the computer will be turned off while the classroom is vacant and turned off before leaving for the day.**

Preston Shute
Director of Technology
Clinton Public School District

GO ARROWS

