Cumberland County Schools Student Technology
Acceptable Use & Internet Safety Policy

Overview:
The Cumberland County Schools District recognizes technology skills as an essential part of a student's educational experience. The district provides students access to technology and the internet to develop skills and knowledge to be successful in school and in life after school. A responsibility exists on the part of students and parents to use the technology resources in a manner protecting themselves, others, and the equipment from harm.

Ownership:
All computers and equipment are the property of Cumberland County Schools and all data stored on this equipment is the property of the school system. District or administrative personnel have the right to turn any inappropriate files over to the proper authorities.

Digital Citizenship:
The safety of our students is very important. Students are expected to be good digital citizens. Our district will educate minors on a variety of Internet Safety topics which include online behavior on social networking sites, chat rooms, cyber bullying awareness and response to cyber bullying. Other digital citizenship activities include: keeping passwords private, not providing personal information to sites on the Internet, and respecting others. Digital Citizenship lessons and activities are presented at each school.

Education:
Technology access is provided to students for educational purposes only. Any other use is considered a violation of the Acceptable Use Policy. Accessing Internet sites offering objectionable material, social networking sites and personal use of district resources are considered violations of the acceptable use policy.

Community:
Computer networks are communities. All users must respect the rights of others. The use of any software/equipment that consumes an unjustifiable amount of technology resources is considered a violation of the Acceptable Use Policy.

Student Email and Internet:
Prior to the student being granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail (provided by Gmail) and the internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONTENT FOR USE: By signing the attached form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the **District** pursuant to **policy 08.2323** and accompanying procedures. You also understand that the email address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as **online storage, online communications and collaborations, online "cloud" services and instant messaging**. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Infinite Campus:

Infinite Campus is a student information management system. Infinite Campus Parent Portal allows parents and students access to view class schedules, grades, attendance, and assessment information. It is a privilege to access this database of information. By signing the acceptable use policy, users are agreeing to the rules for the use of the portal:

- Students will act in a responsible, ethical and legal manner when accessing the site.
- Students will not attempt to harm or destroy the school, district's data, or network information.
- Students will not attempt to access information on any other student in the district.
- Students will agree to not use the portal in any illegal activity.
- Students must notify the school immediately of any errors that occur when accessing the site.
- Students will not share their username or password with any other student.
- Students will not set any computer to automatically log into the portal.
- Students will log off of the portal before walking away from a computer.
- Students identified as a security risk will be denied access to the portal.

A separate username and password will be generated for access to this site.

Personal Devices

Personal network devices are allowed when requested for educational purposes but must be submitted to the technology department for scanning for inappropriate and malicious files and for inventory. Devices must have appropriate and current antivirus software. Devices must use the district computer network and internet content filtering program. Violations will be subject to conditions in the student discipline code. Use of cellular or web devices are subject to conditions in the student discipline code.

Legal Obligations:

Users must adhere to all federal, state, and local laws regarding the use of technology. These include but are not limited to: **701 JAR 5L120** Prevention of Objectionable Material Transmitted to Schools via Computer, **KRS 434.520** Unlawful Access to a Computer**, KRS 434.845** Misuse of Computer Information, Plagiarism and violations of copyright laws, and Destruction of district equipment and/or data

Care of Resources:

All users will demonstrate proper care/use of district technology equipment. Users should log-on using their unique ids and passwords. Users should log-off when finished. Users should not leave the computer while logged-on. Users should not allow others to use a computer they are logged-on. Computers and monitors should be turned off at the end of the day.

Other:

The Student Technology Acceptable Use Policy is intended to work with other district/school policies. Violations of school discipline codes and/or other policies where technology is used can be considered a violation of the Acceptable Use Policy. Students **are not** permitted to do the following:

- Harass, insult, or attack others
- **Intentionally Damage computers**, **Chromebooks**, iPads, computer systems or computer networks
- Violate copyright laws
- Trespass in another's folders, work or files, *or district network*
- Intentionally waste limited resources
- Use equipment/network for commercial purposes
- Intentionally load malicious software on computers or network devices
- Intentionally load **inappropriate** files such as games, music, photos, or video on to the network
- Searching for pornography or other inappropriate materials
- Extending or creating your own network

Consequences:

Actions taken as the result of violations of the Student Technology Acceptable Use Policy will follow the guidelines contained in the school/district Code of Conduct/Discipline Polices and as deemed appropriate by the school Principal and/or district Superintendent. **This may include paying the cost to repair or replace the vandalized device**.

Procedures:

Student network accounts are activated when a signed permission form is returned to the school. Students and parents/guardians must sign the form. A new permission form must be completed each school year. This form gives parents/guardians the opportunity to designate if their student may have Internet access, an email account, both or neither. The form is a binding document that student use of district technology will be appropriate and the consequences of inappropriate use.

Summary:

 The Cumberland County School District implements internet safety measures that address:

- **Controlling and restricting access by minors to inappropriate content**
- **Providing Safety and security measures for minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications**
- **Preventing unauthorized access**
- **Maintaining logs of user Internet activity, network activity, and other software to filter inappropriate material.**
- **Unauthorized disclosure, use and dissemination of personal information regarding minors.**

Access to computers, Internet, and remote systems is a privilege for our students, not a right. Violations of these policies may result in restricted technology privileges, suspension of all technology privileges or other consequences deemed appropriate.