

**Electronic Access/Usage Plan
Electronic Resources -- Acceptable Use Policy
Jackson County Public Schools
Version 5.0**

Access Privileges to Electronic Materials

The Jackson County Public School District and the Board of Education supports the rights of students, staff, and community members to have reasonable access to various electronic media and believe it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner. This policy provides appropriate standards to guide the behavior of students, staff, and community members involved in accessing electronic media. Electronic resources include but are not limited to the following types of materials:

- a. computers and related equipment
- b. computer network resources including the Internet and electronic mail
- c. electronic media such as software, cd-roms, video files, and audio files
- d. telephones

Prior to accessing the district network, all users must sign an Acceptable Use Policy agreement form. In addition, students, under the age of eighteen, must submit an Acceptable Use Policy agreement form signed by their parent/guardian prior to being given access to the Internet or individual e-mail accounts. The required form shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Educators may use the Internet and email during whole class instruction with or without parental consent. Permission for students to observe such presentations is not required as these presentations are teacher controlled.

Upon signing an agreement form, a private login and password will be assigned to each user. The user is responsible for any activity performed under that login and password; therefore, **passwords must be kept private.**

All network use should be in support of education and research and be consistent with the educational objectives of the Jackson County School District. Students, staff, and community members will be held accountable for violations of the JCPS Acceptable Use Policy agreement and understand that disciplinary action may be taken.

Privacy

Users should not expect that use of the Internet or email use will be private. The District monitors Internet usage and filters email. Sites visited by users are logged and reviewed for suitability to assure compliance with the JCPS Acceptable Use Policy and state law. Federal law requires the District monitor online activities for minors. Violations relating to or in support of illegal activities may be reported to authorities.

Network and Internet Regulations for All Users

The following are **not permitted.**

- Using any email system other than the District email system (i.e. PRTC, hotmail, gmail and other external electronic mail accounts may not be accessed from the District network)
- passing on chain mail, jokes, links to websites that are not educational, spam, or animations through electronic mail

- accessing inappropriate sites
- displaying or sending offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- using other users passwords or allowing someone else to use your password
- trespassing in other users accounts, files, directories, or work and harming or destroying data of another user
- breaking in or attempting to break in to the computer network
- monopolizing the resources of JCPS network by running large programs (this includes but is not limited to downloading copyrighted music files, creating P2P networks and/or applications over the network, sending large amounts of mail that are not educational or streaming video or audio that is not educational)
- violating copyright laws
- installation of any unauthorized software obtained from any source
- playing MUD (multi-user games) via the JCPS network
- conducting illegal activities via the network
- bypassing the District's monitoring and/or security system
- modifying system files used in the operation of the computer, the network, or software installed on the computers
- revealing personal information including but not limited to personal addresses or phone numbers
- using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals
- employing the network for commercial purposes (i.e. personal business) or financial purposes
- entering chat rooms except under the supervision of a teacher for a planned instructional activity
- damaging computers, school/district websites, computer systems, or computer networks, including intentional uploading of a computer virus or creation of a virus
- vandalism/defacement of the physical equipment (Vandalism is defined as any attempt to harm or destroy property tags, data, hardware, operating systems, or applications of another user.)
- posting on the Internet of a student's personal identity, picture or student work is not permissible without written parent/guardian consent.

Chatting, blogging, instant messaging, video conferencing and other web 2.0 tools must be directly related to educational purposes. Student use of these tools must be under direction supervision of an educator.

Community Members

Community members may have access to the Internet when deemed appropriate by the superintendent. Community members must, however, attend a training/awareness session provided by the network administrator or designee prior to being given a user login.

Loss of Network Services

The administration, faculty, or staff of JCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of network and Internet access will be for a period determined by the appropriate building level administrator. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:

1. To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
2. To submit a written appeal to the Superintendent.
3. Pending the decision of this committee, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

Reliability of Network

Jackson County Public Schools will not be responsible for any damages or loss of data. This includes but is not limited to delays, non-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.

Security

Security on any computer system is high priority, especially when the system involves many users. If any user can identify a security problem on JCPS network, he/she must notify a system administrator. Do not demonstrate the problem to others. As a user of this system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Responsibility for Damages

Individuals shall reimburse the Jackson County Board of Education for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Vandalism or theft shall also result in cancellation of privileges. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

This document replaces any previous acceptable use procedures for Jackson County Schools.