

Student Acceptable Use Agreement

To enhance the education of its students, the Tift County Board of Education provides students access to its “guest” wireless network and the option of utilizing personally-owned devices. The purpose of these guidelines is to ensure that students and their parents recognize the limitations that the School District and the School imposes on the use of personally-owned devices when they are used at school in conjunction with the wireless network.

These guidelines are supplemental to the code of student conduct. These guidelines apply to the use of all e-devices, including but not limited to laptop computers, tablets and all other mobile internet devices. By logging into the internet on Tift County Board of Education property, users are held to this agreement.

The use of personal technology to provide educational material is a privilege. Students can benefit from and enjoy the privilege, but do not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies and regulations. Additionally, students must observe the following:

General Personal Device Usage Guidelines

- The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device. (Parents and students are asked to retain all serial numbers of devices; Serial numbers will be used to identify lost devices)
- Student use of personally-owned devices in the classroom will be at the discretion of the classroom teacher and school administration. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
- Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
- Students should be aware that the use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted and ringers silenced unless otherwise directed by school administration.
- Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff. Therefore, devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless instructed by administration for appropriate school use.
- Before school, at lunch, and after school, students may use their personally-owned devices in adult-supervised areas, at the discretion of the school administration.
- By bringing personally owned devices to school, students and their families accept that school administrators may inspect the device and its contents to ensure compliance with school and District codes of student conduct, policies and guidelines, including the Student Responsible Use Agreement and the Student Acceptable Use of Agreement.
- Students use the guest wireless network at their own risk. The School District will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.
- The parents and/or guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that their child may cause through the use of Guest wireless network with his/her personally-owned device.
- Students, when allowed by administration, will be limited to ONE head/earphone to be used for personal audio. While using personal devices in common areas (including but not limited to lunchrooms, halls, etc) one ear must be clear at all time to respond to school level administration and emergency situations.
- Personal internet connections (such as cellular providers or WIFI hotspots) are not permitted to be used to access outside internet sources during the school day.

Students acknowledge that:

- The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to student drives will not be available via BYOD. Documents will need to be transferred to a TCBOE computer for storage on the network drives.
- Printing from personal laptops will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school (limited charging opportunities will be available during the day as allowed by school level administration, but should not be expected for utilization).

TCBOE Owned Equipment Student Usage Guidelines

Access to the Internet is provided for educational purposes and research consistent with the Tift County Board of Education's educational mission and goals. Use of the school system's computers and access to the Internet are for use related to class work including unique resources not available in the local setting. The computing resources of the Tift County Board of Education shall be fully accessible for instructional use only during normal school hours.

Educational Purpose: The Tift County Board of Education is committed to providing all students with appropriate access to computer technology and believes that the use of the Internet in Instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The Board provides students with access to computing resources and the Internet for limited educational purposes. The term "educational purpose" includes classroom activities, career development, research, and collaborative work.

By signing this agreement, all users shall affirm that they have read and understand the administrative procedures on Acceptable Use of Computer/Internet Resources and understand the consequences for the violation of said administrative procedures. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

II. PRIVILEGES

The use of the Tift County Board of Education's equipment for computing and for access to the Internet is a privilege, not a right, and as such is conditional upon the individual's compliance with any and all Georgia and federal laws, school regulations, and the exercise of good manners. Inappropriate use may result in the cancellation of those privileges, and conduct otherwise in violation of Tift County Board of Education policies or regulations may also result in disciplinary proceedings. The Superintendent, or designee(s), shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

III. ETIQUETTE

All users are responsible for their behavior while using school computing resources. All general school rules regarding conduct, behavior, and communications apply to the use of the school computing resources, including but not limited to those rules contained in the Tift County Board of Education's Code of Student Conduct.

Users are reminded to refrain from mistaking the apparent anonymity of the Internet as a license to behave in a manner not otherwise appropriate. Because all TCBOE computer accounts are identified by their TCBOE addresses, every transmission involving a TCBOE account reflects upon the entire school system. Therefore, access to TCBOE computing resources will be provided only to those users who agree and continue to act in a considerate and responsible manner. All users are expected to

abide by the generally accepted rules of network etiquette, most of which are listed below.

- A. Users shall be polite and considerate of others.
- B. Users shall use appropriate language at all times. Do not swear, use vulgarities or any other inappropriate language.
- C. Users are encouraged to use their best grammar and spelling at all times, so that their ideas may be evaluated on their content rather than on the manner of their presentations.
- D. Users shall use printing resources wisely.
- E. Users shall use computers in a timely manner, so that all users may have an opportunity to utilize computing resources.
- F. Users shall never reveal their personal addresses, e-mail addresses, Social Security numbers, phone numbers, or any personal information identifying themselves, or any other students

IV. UNACCEPTABLE USE

As stated previously, the purpose of the TCBOE computer/Internet resources is to support research and education. Unacceptable use of these resources is prohibited. Examples of prohibited conduct include but are not limited to the following:

A. Students shall not use TCBOE computers, other equipment, or Internet access:

- for commercial business or profit, or for solicitations or purchases of any kind.
- to play games except those included in educational activities.
- to access, send or post materials or communications that are:
 - damaging to another's reputation,
 - abusive
 - obscene
 - sexually oriented
 - threatening
 - contrary to the system's policy on harassment
 - harassing
 - illegal, or advocating illegal acts, violence, or discrimination towards other people (hate literature).

B. Students shall not:

- use personal software or hardware with TCBOE owned equipment without prior approval of the technology dept. (BYOD is acceptable)
- deliberately access, remove, or copy any program or file on a network belonging to someone else without specific authorization from the technology department.
- add programs to the TCBOE computer system, delete programs, copy programs or tamper with existing programs in any way. (Including, but not limited to, downloadable freeware applications available on the internet.)
- use any TCBOE computer or computer network in such a way that causes it to stop performing or disrupts the use of the network by others.
- disguise or hide their identity, including changing their name on the system. Only the technology department may change a user name and account.
- forge electronic messages or post anonymous messages.
- create "home pages" or directories without approval by the technology dept.
- use TCBOE computing resources to advertise any product.
- use TCBOE computing resources to attempt to gain unauthorized access to any TCBOE network or other global network that goes beyond the user's authorized access. This includes attempting to log in through another person's account or accessing another person's files
- use the network while access privileges are suspended or revoked.
- use the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

C. Under no circumstance shall students arrange to meet an individual they have contacted while utilizing the TCBOE computing resources, and users should notify their teachers and/or the technology department immediately upon any attempt by any user to arrange to meet them, or upon a contact from any user for an illicit or suspicious purpose. Students should also notify their parent or guardian if any of the above should happen.

D. Filtering, Blocking, and Monitoring: In accordance with the Children's Internet Protection Act of 2000 (CIPA, Tift County Public Schools will use technology protection measures (i.e. filtering/site blocking software) for computers with Internet access that protects against visual depictions that are: 1) obscene, 2) child pornography, or 3) harmful to minors as defined by CIPA. Such protection measures shall be enforced at times during any use of computers by minors or staff members. Upon written request to the technology department, an administrator, supervisor or authorized person may be granted a temporary authorized override of the technology protection measure for bona fide research or other lawful purposes.

- The fact that something is not protected does not mean that students have the right to access it. This includes information and system actions. Most actions and information accesses that are not allowed are prevented by mechanisms built into the systems. However, computer systems are complex and errors may keep the systems from preventing prohibited access. Such access is STILL PROHIBITED. That the system did not prevent your misbehavior is not an excuse for misbehavior. Effort on your part directed toward bypassing a preventive mechanism is an extremely serious offense.
- Any user mistakenly accessing inappropriate information should immediately report the error or site to a teacher or system operator. Such action may protect the user against a claim that the user has intentionally violated these administrative procedures.

The technology department and administrators shall have the discretion to suspend or terminate any student access to and use of the TCBOE computing system upon the breach of these administrative procedures by the user. In the event there is a claim that a user has violated these procedures the user will receive a written notice of the suspected violation and an opportunity to present an explanation before a system administrator. If the violation also involves a violation of other school or system regulations, it will be handled according to system guidelines. Any grievance following such incidents will be handled in accordance with system guidelines.

Consequences

Failure to comply with these guidelines and policies may result in disciplinary action by the school which may include, but is not limited to, loss of access to the Guest Wireless and other school discipline as determined by the code of student conduct.

Parent/Guardian Signature

Date

Student Signature

Date

*By signing above I agree to the guidelines and rules of the Student Acceptable Use Policy