

Liberty County Public Schools

Acceptable Use Policy/Procedures

Internet access is available in the Liberty County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation.

On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Liberty County Wide Area Network. It is the position of the Liberty County School System (LCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

Internet Guidelines

The Liberty County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a LCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

Employee Due Process

The site administrator or designee will investigate allegations of employee violations of Internet Acceptable Use Policy/Procedures. The employee will be notified and provided an opportunity to respond to the allegations. Activities involving the school system's computers or on the Internet that are in violation of the LCSS Acceptable Use Policy/Procedures will be handled in accordance with those documents, and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Student Due Process

If a Liberty County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated.

The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Liberty County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Internet - Terms and Conditions

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every LCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually. (Employees/Parents – User Internet Agreement Form and Students – Code of Conduct signature page)

Acceptable Use

Internet use must be in support of education and research and consistent with the educational objectives of the Liberty County School System.

Usage Guidelines

A. Internet

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

B. Social Media Procedures

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

Personnel choosing to utilize online social media networks should do so in a manner that reflects the professional nature of their position. It is imperative that, as professionals, district personnel present themselves appropriately on the Internet. Any representation or portrayal of an educator on a site that students have access to that could cause students to lose respect for the educator and compromise the educator's effectiveness and professionalism is prohibited. Personnel who post information on the Internet inconsistent with their duties and responsibilities as education professionals will be called in to discuss the situation with the administration and possibly face adverse employment action consistent with the State of Georgia Code of Ethics for Educators and/or the Fair Dismissal Act.

Revised – 7/2020

C. Responsibility for Damages

Staff are encouraged to utilize technology and LCSS understands that accidents happen. A staff member's first damage occurrence will be recognized as an accident. Any damage that occurs beyond the first will be subject to fines for repair/replacement. Staff have the option to purchase insurance for their school issued iPad for the cost of \$30.00 per device each school year with deductibles. The \$30 fee covers the first damage that occurs with no deductible applied. A \$25 deductible will be charged for each additional damage that occurs. Insurance coverage includes: accidental damage (drops, liquid spills, cracked screens), fire/flood damage, theft, power surge due to lightning, natural disasters, and liquid submersion. Please note that the STM Dux Case, iPad charging cord and iPad charging block are NOT covered under insurance.

Procedures for iPads Issued to Students

A. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

B. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

C. Under no circumstance may software purchased by the school district be copied for personal use.

D. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

Warranties

The Liberty County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Liberty County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by network failure or your own errors or omissions.

Supervision and Monitoring

It shall be the responsibility of all members of the LCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology/Media or designated representatives.

CIPA BACKGROUND

Full text of the Children's Internet Protection Act

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

Network Safety and Security

The Liberty County School System uses multiple filtering mechanisms to choose, access, and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering mechanisms in place use both machine-based learning algorithms to continuously comb, analyze, and catalog web traffic. Human interaction is often required in the review process. All network traffic, encrypted and non-encrypted, is monitored and cataloged on all Liberty County School System equipment and networks.

Software, hardware, and websites that are used to bypass filtering mechanisms are prohibited on all school-owned equipment and personal equipment while connected to the Liberty County School System network. These items are often referenced as proxies and anonymizers. The use of VPN tools are restricted to approved personnel only and require written approval from the Chief Academic Officer.

The Liberty County Board of Education is not responsible for content available to users who connect their school-owned device to any network not provided by the Liberty County School System.

To maintain a positive network experience all personally owned devices, for classroom use or personal use, require approval before being connected, via wired or wirelessly, to the Liberty County School System network. Devices that broadcast or create their own personal networks, often called ad-hoc or wi-fi direct networks, are required to have all wireless transmissions disabled to reduce interference with the Liberty County School System wireless network.

Vandalism

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of LCSS computer equipment should not be used for unauthorized access to other networks.

User Information:

All LCSS users must complete and return a new Internet Procedures Agreement form at least annually. (Employee/Parent – Internet Agreement Form and Students – Code of Conduct Signature Form)

Acceptance

All terms and conditions as stated in this document are applicable to the Liberty County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

Revised – 7/2020

Electronic Documents

Sending email attachment size	15MB
Receiving email/attachment size	15 MB
Folder holding incoming email	One year purge cycle – 365 days
Deleted item folder	One year purge cycle – 365 days
Calendar appointments	One year purge cycle - 365 days
Google Drive Files	Indefinitely - Life of the User
Custom User Groups	One year purge cycle - Purged July 1-15

Employee Electronic Communication Guidelines

I. E-MAIL

Privacy

E-mail messages created using LCSS e-mail system are property of LCSS and are not to be considered private. LCSS reserves the right to monitor, inspect, copy, review and store at any time any and all e-mails. In addition, LCSS has the right to disclose e-mails, attachments, and images to the courts, law enforcement, and other third parties without the employee's consent.

Employees should assume that anyone can read what is sent and received. Account holders shall be held accountable for everything stated and therefore should not post anything that he/she does not want to see revealed to the public.

Disclosure or sale of any e-mail addresses to outside entities is prohibited.

The LCSS e-mail system is designed to provide electronic communication and use of related resources. LCSS users with e-mail access shall adhere to the following procedures:

All electronic communication created, sent, or received via the LCSS e-mail system is the property of the LCSS school system. LCSS users shall not have any expectation of privacy regarding this information. LCSS reserves the right, as needed, to access, read, review, monitor, and copy all messages and files on its computer system without notice. When deemed necessary, LCSS reserves the right to disclose text or images to law enforcement agencies without the employee's consent.

The Superintendent or his/her designee is permitted to access another user's e-mail without consent.

Only the Superintendent or his/her designee is permitted to send emails to all LCSS employees.

E-mail messages should only contain professional and appropriate language. LCSS e-mail users shall not send abusive, harassing, intimidating, threatening, discriminatory or otherwise offensive messages.

The LCSS e-mail system shall not be used by employees to solicit for non-school system business.

The user shall delete inappropriate messages and/or programs.

Administration and/or LCSS Human Resources shall report all changes in worker duties or employment status to the Executive Director of Technology Services or designated employee. Such changes include termination of employment, lateral moves or any job change that would require an update of network/e-mail account information or a change in network/e-mail access.

When an employee leaves, the Human Resources Department shall notify the Technology Department immediately. The employee's e-mail account shall be placed on hold for a period of 60 days unless notified by the superintendent or designee to hold the account for an extended period of time. If this notification is not given all e-mails, folders, and attachments may be deleted at the expiration of this time period. The employee's manager/supervisor can request access to the former employee's e-mail during this time period to review messages for required retention.

Access to e-mail accounts under investigation shall be restricted without notice until authorized by the Superintendent or designee.

While LCSS encourages respect for the rights and sensibilities of others, it cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material that they might find offensive or annoying. In such cases where materials are received, the users shall delete the non-school system business related content. LCSS is not responsible for the views expressed by individual users via web pages, electronic mail or other on-line communications.

II. File Management

Retention of documents on non-administration shares will be purged between the period of July 1 through July 15 of each year. It will be all staff members' responsibilities to archive these items digitally.

III. Student Electronic Communication Guidelines

Students being assigned an email and/or a network account by the Liberty County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

Guidelines

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.

7. Students will not upload viruses to or destroy data on the Liberty County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

IV. Litigation Hold Committee

The litigation hold committee will be comprised of individuals who have knowledge of the district's records management plan and how its technology systems operate to enable the committee to identify, with the assistance of the board's attorney, key employees who may possess relevant documents, applicable data sources, and timing and content of litigation hold notices for issuance to key employees. It is the responsibility of the committee to review all requests presented to the district for documents potentially related to litigation and take appropriate action with regards to requests for electronic documents. The actions of the litigation hold committee shall supersede all procedures listed above.

Liberty County School System Network/PC Procedures

PASSWORDS

Access to the network and PC systems is limited to authorized users. Each user is given a login name and password. The first time a user logs on he/she will be prompted to change his/her password. Passwords should adhere to the following guidelines:

- Must be at least 8 characters in length
- Must be alphanumeric
- Must contain a capital letter
- Must be changed every 180 days

Example: Vacation8 (Passwords are case sensitive)
vacaTion8

When changing your password, as required every 180 days, each password must be unique up to 3 different passwords, meaning you can't use the same password until after changing it 3 times. If password is not changed by the expiration period, the user will be locked out until they change it. Users should not display their passwords anywhere out in the open, or near the computer such as under the keyboard. The user will need to contact the technology office if they are unable to login.

COMPUTERS

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period of

time. Users are responsible for securing their computers if a staff member is not there to monitor them.

SOFTWARE

Personally owned software that is loaded on a LCSS computer must be of an educational nature. Software that has no educational value will be removed immediately. If personally owned software is loaded then proof of purchase or software must be kept on site. Personally owned software that causes technical problems with the computer will be removed by technology department personnel. The technology department is not responsible for installing, troubleshooting and/or training on personally owned software. Personally owned software can only be installed on computers for the number of licenses or copies you have purchased of the said software.

Copyrighted material must not be placed on any system connected to the network. No software should be uploaded to the servers.

VIRUS PROTECTION

All software must be run through an anti-virus package before being installed on the network. All computers in the school system will have anti-virus and anti-spyware software loaded on them. All files downloaded from the Internet must immediately be scanned for viruses.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users.

1. If the user feels he/she can identify a security problem on the Internet, he/she should notify the site administrator (administrator to be designated by school administrator) – the problem should not be demonstrated to others.
2. Attempts to login to the network as a system or site administrator will result in immediate cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Any LCSS user who gives another user their login information will have their network and computer privileges revoked.

Liberty County School System

Employee Internet Agreement Form

*Please sign the following agreement and return **this page only** to the Media Specialist of your school.*

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

Print Name: _____

SIGNATURE: _____

Date: _____

Home address: _____

Home Phone Number: _____

School/Location: _____

Liberty County School System

Parent Internet Agreement Form

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and/or appropriate legal action may be initiated.

Print Name: _____

SIGNATURE: _____

Date: _____

Home address: _____

Home Phone Number: _____

Subject Area(s): _____

Room Number: _____

FOR SYSTEM USE ONLY:

School: _____

Date opened: _____

It is the belief of the Liberty County School System that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - i. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - ii. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - iii. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - iv. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - v. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
 - vi. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyberbullying, and how to respond when subjected to cyber bullying.