



## **Acceptable Use Policy**

**Purpose:** The Elbert County School District (ECSD) provides all students access to the Internet and network resources. This document provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this document, the use of any school computer, including Chromebook computers, also requires students to abide by the Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this document.

### **TERMS OF THE REQUIRED USE AND INTERNET SAFETY PROCEDURES**

The student will adhere to these guidelines each time the Internet is used at school and home.

- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying such as personal attacks and/or threats on/against anyone made while using district-owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of etiquette should be followed conducting oneself in a responsible, ethical, and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district-owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files, or communications to others through email or post to the Internet. Will not attempt to access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- During the instructional day, will use technology for school-related purposes only, while refraining from use related to commercial, political, or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar



images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials (files).

- Will not connect any personal technologies such as cellphones, chromebooks and workstations, wireless access points and routers, printers, etc. to district-owned and maintained local networks. Home Internet use and cost is the responsibility of the student both in cost and configuration.



## **1:1 Policy**

Classroom environments in the Elbert County School District are designed for students and teachers to access a multitude of resources centered on learning technologies for communication, presentation, research, practice, and assessment. All students in grades 2-12 have a school-provided device they are able to use in and out of school. Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools.

### **GUIDELINES FOR USE**

By a student taking home a Personal Learning Device (PLD), which remains the property of the Elbert County School District, the student agrees to follow the district's Acceptable Use Policy (in accordance with Children's Internet Protection Act [CIPA]). The guidelines for use include:

- Student use and access shall be in accordance with school district policies and laws, including copyright laws.
- Students shall not use another person's account or password.
- Students shall not access or transmit material that is obscene, indecent, or pornographic.
- Cyberbullying will not be tolerated. Students shall not transmit any electronic communication that has the effect of bullying, harassing, threatening, or exposing another to humiliation or ridicule, including, but not limited to, sending email, text messaging, making website postings – including on all social media.
- Students shall keep the PLD and all accessories in good condition.
- Students shall know that all activity, including emails and files, are subject to review and the property of the Elbert County School District.
- Students shall notify a staff member if coming across information, images, or messages that are inappropriate, dangerous, or threatening.

### **Damaged, Lost, or Stolen Devices and/or Accessories**

If a device is damaged, lost, or stolen, a staff member should immediately be notified. General wear and tear is covered by the district's Technology Support Services Division at no charge. Students/parents will be charged for intentional damage to the devices. If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent on the next day the school is open for business. In the case of chronic damage, students may be provided with a loaner that they are not able to use outside of the school building.

### **Best Practices**



Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools. Our learning technology classrooms are not about e-books and digital worksheets. It's about writing code, collaborating, researching, creating presentations, and much more. Teachers receive targeted professional development, and our infrastructure has been strengthened to support increased wireless activity.

So students can take full advantage of our innovative digital learning environments, here are the best practices to support engaging classrooms:

- The PLD is an educational tool and should be used as such.
- Devices should be fully charged each day when brought to school.
- Devices should not be left in vehicles.
- Personal markings, stickers, etc. should not be put on the devices or cases, as these are the property of the school district.
- Login information must be kept secure. All student use on the device, including emails on any system, are monitored.
- Abide by all copyright regulations.
- Use the device to be innovative and creative!

## **G Suite**

The Elbert County School District utilizes several computer software applications and web-based services, operated not by the district, but by third parties. In order for Elbert County School District to continue to be able to provide students with the most effective web-based tools and applications for learning, The Elbert County School District will be utilizing G Suite for Education. This innovative tool will promote the intention of extending education into a digitally connected world.

### **G Suite for Education**

G Suite for Education, previously referred to as Google Apps for Education, includes free, web-based programs such as word processing, shared calendars, presentation software, and shared calendars. This service is made available through an agreement between Google and the Elbert County School District. **These specially designed education versions of Google Application DO NOT collect data on users.** Your child's teachers may use Google Suite for Education for school lessons, assignments and collaboration. G Suite for Education is available anywhere with internet access. School staff will monitor student use of G Suite for Education when students are at school. Parents are responsible for monitoring G Suite for Education when students are outside of the school building.



The use and possession of the technology device terminates no later than the last day of the school year, unless earlier terminated by the Elbert County School District, or upon withdrawal of school. As the student and parent/guardian, my signature indicates that I have read, understand, and will abide by this Technology Device Agreement.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_