

MADISON COUNTY SCHOOL DISTRICT: Administrative Regulation, IFBG-R Agreement: Use of Technology

The Madison County School District recognizes emerging fields of digital technology, and the instructional and learning benefits are substantial when used responsibly. The District actively pursues new technologies and increased access to learning opportunities for its students and staff. The purpose of this document is to specify acceptable and responsible uses of district and personal devices when used by students and staff on MCSD campuses and networks. Specific examples and illustrations are stated within this document; however, they are not an all-inclusive list of inappropriate behaviors. Technology resources covered in this document include all devices owned by the Madison County School District and/or allowed online access to and by district networks.

Acceptable and Responsible Use. The purpose of district devices, networks, and/or network resources including the Internet and electronic communication, is to support adopted curricula by providing access to unique and current information resources. User access must be consistent with approved educational objectives of the Madison County School District. Use of district devices for commercial activities including product advertisement and political lobbying is expressly prohibited. *By accessing any Madison County School District technology resource, every user agrees to comply completely with district policies and guidelines and practice acceptable and responsible use of technology as follows:*

- Use for educational purposes and activities;
- Keep personal information private, including phone numbers, mailing address, and user password;
- Show respect at all times for all users when using technology including social media;
- Acknowledge the ideas and work of others;
- Follow written and oral instructions;
- Report immediately inappropriate use of technology.

Configuration. Only technology support staff are authorized to modify and configure software and hardware on district owned devices and district networks.

Controversial Material. Because it is impossible to fully control content of online data, users may encounter materials considered to be controversial, inappropriate and/or offensive. It is the user's responsibility not to initiate access to such material or to circumvent any filtering software. Any decision by Madison County School District to restrict access to Internet material shall not be deemed to impose any duty on Madison County School District to regulate the content of material on the Internet. The Madison County School District has implemented measures to be in compliance with the Child Internet Protection Act.

Copyright. All users will respect the copyrights of works accessible through devices connected to the district network. Users may not install software on Madison County School District owned and operated devices without evidence of a valid software license. Duplication of copyrighted materials including music and software without the owner's permission is illegal, and thus prohibited.

Cyber-Bullying. Network users will not use the network or any device for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, or statements expressing hostility towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation, or disability.

Equipment Use. All users have the same right to use district devices as assigned. Users should not waste or take supplies, such as paper, toner, ink, and network storage devices provided by and/or owned by the school district.

Harassment. Harassment will result in cancellation of user privileges. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes,

but is not limited to, the sending of unwanted mail. Users will take full responsibility for messages they transmit through devices and network resources. No one should use district devices or networks to transmit fraudulent, defamatory, harassing, obscene, or threatening messages or any communications prohibited by law. Users have exactly the same responsibilities on the district network as when using other forms of communication. Users will obey laws against fraud, defamation, harassment, obscenity, solicitation of illegal acts, threatening or inciting violence, and the like. Uninvited amorous or sexual messages are likely to be construed as harassment. If users are bothered by uninvited e-mail, ask the sender to stop, and then, if necessary, notify a teacher or school administrator.

Monitoring. The Madison County School District reserves the right to review materials stored in district owned and personal devices including email accounts to determine if district networks and district resources have been used inappropriately.

Penalties for Improper Use. Loss of computer and network privileges may result when in violation of school district rules, applicable state and federal laws, or posted classroom and school rules. Other school disciplinary actions may also result. Using a device without permission is theft of services and is illegal under state and federal laws. In addition, the following specific computer crimes are defined by state law (O.C.G.A. 16-9-90 et seq.):

- a) **Computer Theft** (including theft of computer services, intellectual property such as copyrighted material, and other property);
- b) **Computer Trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);
- c) **Computer Invasion of Privacy** (unauthorized access to financial or personal data or the like);
- d) **Computer Forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);
- e) **Computer Password Disclosure** (unauthorized disclosure of a password resulting in damages exceeding \$500 -- in practice, this includes any disclosure that requires a system security audit afterward).

Maximum penalties are a \$5,000 fine and 1 year of imprisonment for password disclosure, and a \$50,000 fine and 15 years of imprisonment for the other computer crimes, plus civil liability. In addition, there is a specific law against electronic distribution of obscene material to minors (O.C.G.A. 16-12-100.1). Federal law (18 USC 1030) provides for fines and imprisonment up to 20 years for unauthorized or fraudulent use of computers that are used by or for the federal government (which includes many of the computers on the Internet), and for unauthorized disclosure of passwords and similar information when this affects interstate commerce. (Recall that e-mail, as well as long-distance phone calls, are interstate commerce and thus fall under this law.). The Electronic Communications Privacy Act (18 USC 2701-2709) and other wiretap laws prohibit unauthorized interception of electronic communications, including electronic mail. You must also obey laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone. The Georgia Open Records Act applies to information stored in computers. This act gives citizens the right to obtain copies of public records, including any record prepared, received, or maintained by the Madison County School District in the course of its operations. Some kinds of records are exempt; among these are student records (including tests and homework), medical records, confidential hiring evaluations, trade secrets, and material whose disclosure would violate copyright. Moreover, the Open Records Act is not a license to snoop; requests for information must be made through proper administrative channels. It is the policy of the Madison County Board of Education to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff. It shall be a violation of this policy for any employee to engage in any activity that does not conform to the established purpose and general procedures and policies of the network.

Privileges. Inappropriate use, including any violation of procedures in this document, may result in loss of user access and disciplinary action. The building principal is delegated the authority to determine inappropriate use and may restrict users' access at any time.

Security. Access of unauthorized users on district devices compromises the integrity of district networks and their many resources. Network and e-mail credentials (user name and password) should always be kept confidential, and never shared with another person. The user name is unique and identifies the person given access to the network. Because user activity is tracked by user name, never allow another user access with your user name.

Staff and Student Access. Persons employed by and students enrolled in the Madison County School District are expected to comply with all district policies and guidelines as well as what is considered acceptable and responsible use. All district policies and guidelines including acceptable and responsible use can be found at www.madison.k12.ga.us.

- **Staff Access.** Staff are given access to district devices, networks, and/or network resources including the Internet and electronic communication. All employees will complete an annual review of district policies and guidelines including (1) Internet safety as it relates to the Children's Internet Protection Act; (2) proper supervision of student use of devices, networks, and network resources including the Internet and electronic communication, and (3) the appropriate use of devices, networks, and network resources including the Internet and electronic communication. Teachers will include specific instructional use of the Internet in their approved lesson plans.
- **Student Access.** A major portion of all instructional resources are online. Unless a Parent/Guardian requests otherwise, students are given access to district devices, networks, and/or network resources including the Internet and electronic communication in accordance with Madison County School District curricula. All students in Grades 4-12 are provided e-mail accounts for online instruction and electronic communication. With special permission, students in Grades K-3 receive accounts for electronic communication. E-mail accounts for students in Grades K-5 communicate only with Madison County Staff or other students' e-mail accounts. A Parent/Guardian has the right to refuse his/her student access to district devices, networks, and/or network resources including the Internet and electronic communication. Should a Parent/Guardian wish to exercise this right, the principal of the student's school must be notified in writing within ten (10) days of enrollment of the current school year.

Supervision. District staff members are required to know and consistently perform their responsibilities as they relate to student use of devices, networks, and network resources including the Internet and electronic communication. At school, each student's access to and use of devices and the network is under staff supervision as an instructional activity. When a staff member becomes aware of student violation of district policy, the staff member will correct the student and address the matter in accordance with school and district disciplinary policies and procedures. Users should report any observed staff violations of district policies to a building administrator.

Vandalism. Vandalism is defined as any malicious attempt to harm, modify, or destroy a device or data belonging to another district user. This includes, but is not limited to, the uploading or replication of potentially destructive software such as viruses. This type of user behavior is prohibited and loss of privileges and/or disciplinary action will be taken.

Warranties. The Madison County School District makes no express or implied warranties of any kind for computer service or support it provides. The Madison County School District is not responsible for any damages a user may incur. This includes loss of data resulting from hard drive failures, mail delays, non-deliveries or service interruptions caused by the Madison County School District's negligence or by user errors or omissions.

All district policies and guidelines including what is considered acceptable and responsible use can be found online at:

<https://www.madison.k12.ga.us/curriculum-instruction/information-technology/>