MCTO
Madison County
Technology Orientation

Online Training for MCSD Employees
School Year 2022-2023
Topic: Use of Technology

Introduction

This online orientation covers District policies including what is considered the acceptable and responsible use of District devices, networks, and network resources including the Internet and electronic communication. These policies have been established as they relate to Internet safety and the Children's Internet Protection Act (CIPA). The documents referred to in this presentation can be read in their entirety at:

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

All policies stated in MCSD Documents IFBG, IFBG-E, and IFBG-R govern safe, instructional, and learning environments for Madison County employees and students with regard to the comprehensive use of technology. Policies are developed in accordance with local, state and federal requirements, and in compliance with specific local, state, and federal funding agencies.

Terms – District Devices and Networks

District devices include **but are not limited to** those (1) purchased with, made available by, and supported with District funds; (2) owned by and registered to Madison County School District; and (3) used by its employees and students for the general purpose of education. These devices include:

> Servers, routers, wired and wireless networks, printers, printer-copiers, scanners, projectors, interactive boards, cameras, desktop computers, laptops, tablets, eBook readers, smart phones, etc.

District networks include **but are not limited to** the local-area network (LAN), wide-area network (WAN), and wireless networks (1) purchased with, made available by, and supported with District funds; (2) registered to Madison County School District; and (3) used by employees and students for the general purpose of education.

Terms – District Network Resources

District network resources include **but are not limited to** resources (1) purchased with, made available by, and supported with District funds; (2) registered to Madison County School District; and (3) used by employees and students for the general purpose of education. These resources include:

> Computer-based, server-based, and web-based applications including wireless access to district and personal devices for the general purpose of education. Access may also include the Internet and/or school or personal electronic communication.

Terms - Technology Protection Measure

The term **technology protection measure** refers to a specific type of technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 2256 of Title 18, United States Code; or

2. Child Pornography, as that term is defined in Section 2256 of Title 18, United States Code; or

3. Harmful to minors.

Madison County School District has a protective measure in-place when devices are used inside the District and/or on-campus. District devices used outside the District and/or off-campus have no protective measure and are unfiltered. Employees and students are expected to abide by District policies when using District devices on and off campus. Parents/Guardians are responsible for monitoring students during off-campus device use.

No protection measure effectively blocks or filters all inappropriate web content. Just because a site is accessible does not mean the site is acceptable. Acceptable and responsible use is expected at all times by employees and students.

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Compliance Documents

The following documents provide information regarding Madison County School District policies including what is considered the acceptable and responsible use of District devices, networks, and network resources including the Internet and electronic communication. Every employee, student, parent/guardian is expected to be familiar with the content of these documents. They may be read online at:

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

CIPA	Child Internet Protection Act
ETC	E-mail Terms and Conditions
MCTO	Madison County Technology Orientation Open
ORR	Records and Record Retention Internet Safety
Policy IFBGE	District Policy on Internet Safety
Policy IFBG	Acceptable Use
Policy IFBG-R	Use of Technology Agreement

General Access to Technology

Access to district devices, networks, and network resources including the Internet and electronic communication, is a privilege, not a right. Users who violate the Madison County Board of Education's acceptable and responsible use policies are subject to disciplinary action.

Madison County School District reserves the right to monitor all devices and network use. Users must be aware there is **no expectation of privacy** when using district devices, networks, and network resources including the Internet and electronic communication.

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

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

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. Every user is responsible to never initiate access to such material or to circumvent District protective measures. Any decision by Madison County School District to restrict access to online 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 protective measures to be in compliance with the Child Internet Protection Act (CIPA).

Monitoring

The Madison County School District reserves the right to review materials stored in district and personal devices including electronic communications to determine if district devices, networks and/or district resources have been used inappropriately.

Penalties

Penalties for improper use of district devices, networks, and network resources including the Internet and electronic communication may result in applicable district and school disciplinary action and/or loss of access. Other penalties may result under state and/or federal laws. The full extent of penalties for improper use can be read online at:

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

Privileges

Inappropriate use of technology may result in loss of user access and in disciplinary action. The school principal will determine what action is taken for improper use by its employees and students.

Staff – Compliance

Madison County School District uses an online training tool called **ComplianceDirector**. The training modules include documents which reflect current District policies and practices. Every MCSD employee must complete this training each year. Completion of this online training module becomes a legal record.

ComplianceDirector creates unique records accessible to administrators and supervisors of each District employee when the training is complete.

When a MCSD employee completes ComplianceDirector, the employee is officially authorized to access Madison County School District devices, networks, and network resources including the Internet and electronic communication. Employees who fail to complete the training are subject to disciplinary action and/or loss of services and access to technology.

URL to ComplianceDirector: www.compliancedirector.org

Staff - Access to Technology

Staff have access to District devices, networks, and/or network resources including the Internet and electronic communication. All employees must complete an annual review of District policies including (1) Internet safety as it relates to the CIPA - 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 District devices, networks, and network resources including the Internet and electronic communication. Teachers should include instructional use of technology including the Internet in lesson plans according to the school's policy.

All district policies including acceptable and responsible use can be read online at

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

ComplianceDirector is the legal record of every employee's
annual review of and agreement to comply with District
policies, practices, acceptable & responsible use,
and local, state, and federal laws.

Anti-Bullying, Cyber-Bullying and Internet Safety

Madison County School District believes all students can learn better in a safe school environment. Behavior that compromises the safety of students is not tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Madison County uses the Cyber Smart Curriculum, along with other resources, to teach students and faculty about Internet Safety and Cyber-Bullying.

This link below provides access to our district anti-bullying polices – including cyber-bullying and a link to guide parents and students to online resources.

- http://www.madison.k12.ga.us/parentresources/antibullying/

Student Data Privacy

Everyone who uses student information has a responsibility to maintain student privacy and to secure the data, especially when it can be used to identify a student. This begins with limiting data collected, stored, shared, and used to support student learning and success. Madison County School District complies with O.C.G.A. §20-2-667, Georgia Student Data Privacy, Accessibility, and Transparency Act.

Dr. Jody Goodroe, Data Privacy Officer
Madison County School District
(706) 795-2191 Ext 1426
jgoodroe@madison.k12.ga.us

Office Location: 800 Madison Street
                      Danielsville, GA 30633

Office Hours: 8:00 AM – 4:30 PM
                      Monday – Friday

Staff must be familiar with and agree to adhere to all components of Student Data Privacy and Children's Internet Safety

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Children's Online Privacy Protection Act (COPPA)

Protects personal information defined as name, home address, email address, telephone number, social security number, photo, video, audio files, geo-location information, persistent identifier that can be used to recognize user over time and across websites, and any other information that permits physical or online contact of a specific individual

Family Education Rights and Privacy Act (FERPA)

Protects Personally Identifiable Information, Education Records, Directory Information, and De-Identified Data.

Health Insurance Portability & Accountability (HIPAA)

Title II of HIPAA defines policies, procedures and guidelines for maintaining the privacy and security of individually identifiable health information as well as outlining numerous offenses relating to health care and sets civil and criminal penalties for violations.

What are my responsibilities as a faculty or staff member in regard to student data privacy?

Everyone who uses student information has a responsibility to maintain students' privacy and the security of their data, especially when these data are personally identifiable. This starts with limiting the data that are collected, stored, shared, and used to support student learning and success.

Whenever possible, aggregated, de-identified data that do not identify individual students should be used to inform key policy decisions and help improve services and systems that benefit students.

- Protect your passwords

- Do not upload student information to online applications (including names and email addresses) without first completing the online service provider process as defined by MCBOE and complying with the MCBOE parental consent procedures.

- Be mindful of student data that you are sharing, emailing, or posting. Only share student data on a need to know basis even with your colleagues.

- Never post student pictures, videos, or any other educational record to personal social media accounts.

- Do not use student data, even when de-identified, as part of research that will be presented outside of the school building to any other groups (including professors and/or classmates in your own educational programs) without first completing the Madison County Research Request process and gaining approval to do so.

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Where can I learn more about Student Data Privacy?

- **U.S Department of Education Privacy Technical Assistance Center**

- **Consortium of School Networking (CoSN) Privacy Resources**

- **Georgia Department of Education**

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Staff - Classroom Responsibilities

Staff should use the following guidelines when planning use of technology in the classroom:

- Confirm no student's parent/guardian has waived use of technology (opted out)
- Review with students the acceptable and responsible use of technology
- Plan structured use of technology; avoid free-play
- Include technology use in approved lesson plans
- Do not plan technology use in your absence; substitute teachers should not use technology
- Closely monitor and supervise student use of technology
- Have a back-up lesson plan that does not include use of technology
- Prior to use, preview and confirm accessibility of online resources
- Design classroom rules for acceptable and responsible use of technology
- Develop and implement disciplinary action for inappropriate use of technology

Substitute teachers' use of technology is limited. Check with your principal for the school policy.

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Staff - Guide for Internet Use in the Classroom

It is best practice when teachers carefully plan for instructional use for Internet in the classroom.

- Understand and comply with all federal, state, and local laws
- Understand and comply with professional responsibilities as they relate to student use of the Internet and electronic communication
- Understand and follow school-level policies regarding instructional use
- Prior to use, preview online resources using an **off-campus, unfiltered device**
- Prior to use, preview online resources using an **on-campus, filtered device**. If a chosen online resources is blocked, it is best practice to choose an alternate site. Requests to unblock must be made in advance through the building technology specialist. Unblock requests are processed weekly.
- Be informed of and comply with a parent/guardian opt-out waiver for a student's access to technology.

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Staff – Supervision

All employees 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. While on-campus, each student's access to and use of devices and networks should be under staff supervision as an instructional activity. When an employee learns of inappropriate use of technology as defined by Madison County School District policies, the employee must seek to correct the student and address the matter in accordance with school and/or district disciplinary policies. All users should report to an administrator any observed violations of district policies and/or inappropriate use of technology.

Staff - Network and Computer Care

Madison County School District supports technology at both the district and school levels. The best care for District devices, networks, and network resources including the Internet and electronic communication begins with the individual user.

Make the following common practice:

- Allow device and anti-virus updates
- Shut down the device properly
- Ask permission and/or assistance before installing/downloading software
- Ask permission and/or assistance before modifying device/network settings
- Regularly scan devices for malicious software
- Open e-mail attachments with extreme caution and only from reliable sources
- Guard e-mail addresses to minimize unwanted messages
- Visit only trusted Internet sites
- Report problems promptly to technology support staff
- Ask for assistance when needed

Student - Access to Technology

Madison County School District has an opt-out technology policy. The policy is as follows:

> **Unless the Parent/Guardian requests otherwise, students have immediate access to district devices, networks, and network resources including the Internet and electronic communication. The Parent/Guardian may refuse his/her child access to technology by notifying the child's school principal in writing within ten (10) days of enrollment of the current school year.**

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-8 communicate only with Madison County Staff or other student e-mail accounts.

All district policies and guidelines including acceptable and responsible use can be read online at:

http://www.madison.k12.ga.us/curriculum-instruction/information-technology/ .

Staff and Student – Acceptable Use Agreement

It is expected persons employed by and students enrolled in the Madison County School District will comply with all District policies as well as what is considered acceptable and responsible use.

Access to district devices, networks, and network resources including the Internet and electronic communication, is a privilege, not a right. Users who violate the Madison County Board of Education's acceptable and responsible use policy are subject to disciplinary action.

All district policies and guidelines including acceptable and responsible use can be read online at www.madison.k12.ga.us.

Staff and Student – Expectation of Compliance

The general purpose of District devices, networks, and network resources including the Internet and electronic communication is for education. Use of technology for commercial and political purposes is strictly forbidden.

Statement of user compliance: By accessing any Madison County School District technology resource, every user agrees to comply completely with District policies, guidelines, and practices including acceptable and responsible use as follows:

- Use technology for educational purposes and activities
- Keep personal information private
- Show respect for all users at all times
- Acknowledge the ideas and work of others
- Follow written and verbal instructions
- Report inappropriate use

Unacceptable Uses of Technology

⊘ Online streaming of radio, television, videos, music, etc.

⊘ Download and/or duplication of copyrighted materials, i.e. books, music, videos, art, etc.

⊘ Engaging in activities prohibited by local, state, and/or federal laws

⊘ Download and/or installation of unapproved software

⊘ Modification and/or re-configuration of devices or networks

Employees and students having access to district devices, networks, and network resources including the Internet and electronic communication **are expected to comply with the District's acceptable and responsible use policies**.

District policies including what is considered acceptable and responsible use can be found online at www.madison.k12.ga.us.

Staff and Student – Making Wise Classroom Choices

Users must be conscious of malicious software (viruses, trojans, malware, etc.) that impact device and network performance. The greatest challenge to network performance is shared bandwidth.

Bandwidth is the capacity by which data is moved across the network. The speed of information transferred is directly affected by the number and type of applications being used simultaneously. For example, when a class is watching live video, more bandwidth is required which can create slower network response District-wide. The more online applications used at one time, the greater the demand for bandwidth. Increasing bandwidth is costly and not a practical solution. To conserve bandwidth for instructional use in the classroom, users must avoid and/or limit streaming (online playing, watching, listening). Streaming of games, videos, movies, and music greatly impacts shared bandwidth.

If you need help in making wise and responsible technology choices for your classroom, contact the building technology specialist.

Staff and Student - Instructional Use of Internet

To preserve bandwidth for instructional use, certain activities are **not acceptable** for employees or students. These uses are considered violations:

- ⊘ Listening to Internet radio and/or watching Internet television
- ⊘ Streaming music and/or music videos (live Internet feeds)
- ⊘ Visiting social network sites
- ⊘ Visiting and/or downloading from sites that bypass protective measures
- ⊘ Installing file sharing applications (such as Limewire, Napster, Gnutella, etc.)
- ⊘ Participating in (playing) non-instructional online games

It is unacceptable for employees or students to participate in these activities in lab or classroom settings using any device on any District network.

Staff and Students - Madison E-mail Accounts

An e-mail account is issued to every Madison County School District employee. The account is currently provided by Google for Education. Madison County School District E-mail Account Terms and Conditions apply. The Google account includes access to many tools including Google Docs, Google Drive, Google Calendar, and others.

- All e-mails are archived by MCSD as required by local, state, and/or federal law
- All e-mails are subject to GA Open Records and Record Retention policies
- No Madison County School District e-mail account is considered private
- There is **no expectation of privacy** when electronic mail is accessed on or by any District network or network resource
- MCSD reserves the right to monitor, access, and disclose the contents of any user's files, activities, and/or electronic communication

Staff and Students - Summary of E-Mail Account Use

- Primary use of account must be for school-related business
- Personal mail must be kept to a minimum
- Each user is accountable and responsible for the account activity
- Circulation of chain letters is unacceptable
- Transmission of confidential information is not allowed
- Each user is responsible for maintaining password privacy
- Use of inappropriate language is unacceptable
- Transmission of broad-based or mass mailings is not allowed
- **IMPORTANT -- all e-mails are subject to GA Open Records policies**
- **IMPORTANT -- transmissions are not secure for sharing confidential data**
- **IMPORTANT -- there is no guarantee or expectation of e-mail privacy**

Account Notifications

Madison Co School District will **never** send an automated e-mail requesting verification of your mail account, user name, or password. Consider such messages an attempt to gain access to your account and confidential information. Do not respond to such an email; delete it immediately.

You have now completed Madison County Technology Orientation in compliance with Administrative Regulation IFBG-R, Agreement – Use of Technology.

District Technology Staff

- Amy Denman, Technology Director
  (706) 795-2191 Ext 1427, adenman@madison.k12.ga.us

- Jenna Hill, District Technology Specialist
  (706) 795-2191 Ext 1401, jhill@madison.k12.ga.us

- Michael Hoopaugh, Senior Technician
  (706) 795-2191 Ext 1402, mhoopaugh@madison.k12.ga.us

School-Level Technology Support

- Elizabeth Lampe – Madison County High School
- Pam Hall, Amanda Scarborough– Madison County Middle School
- Jon McClelland – Colbert Elementary School
- Nathan Bond – Comer Elementary School
- Angela Shubert – Danielsville Elementary School
- Greg Magrum – Hull-Sanford Elementary School
- Lisa Crumley – Ila Elementary School

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