

Acceptable Use of Clayton County Public School's Digital Resources

I understand that the signee of this document has the privilege to responsibly use Clayton County Public School's (CCPS) internal network (connection to the Internet and Wifi) and its other digital resources. I am responsible for good behavior/character online in the same manner that I am in our school buildings. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines, and that consequences may include temporary or permanent revocation of my privileges to use CCPS digital resources. I further agree to abide by any additional rules and regulations governing the use of digital resources put forth by CCPS, including those outlined in the Student Code of Conduct.

Digital Resources

These policies exist to promote positive, responsible, and ethical use of digital resources by students, in order to enhance their learning experience. Digital resources include, but are not limited to, computers, laptops, tablets, MP3 players, e-readers, student response systems, cameras, interactive boards/panels, installed instructional software, web-hosted instructional applications, CCPS district Internet access, and CCPS district Wifi. Responsible/acceptable use is defined by the following guidelines.

Student Accounts

CCPS students are assigned their own unique accounts to be used to log onto devices and various instructional applications. Students should NEVER share their credentials with others. School network account usernames and passwords are considered confidential information of the user and may not be used by another person. It is a violation for students to give passwords to another student for any reason. It is a violation to use another student's credentials for any reason. Students are responsible for the content accessed, uploaded, downloaded, posted, shared, and transmitted on any device through their account. While accounts are assigned to students, the accounts are the property of CCPS. All network traffic is traceable. See "Digital Citizenship" section for information on protecting student account information.

Network Resources (Internet, Wi-Fi)

Information gathered via the Internet shall be related to the educational purposes of enhancing the teaching program and student achievement, providing support for instructional and curricular goals, and assisting students in the attainment of skills necessary to continue their development as lifelong learners in a technologically advanced world (Board Policy IFA 1). Furthermore, users of CCPS network do not have the expectation of privacy and CCPS will and without prior notice, monitor and review network traffic. Users of CCPS network will not access or transmit in any way that would be considered damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, against copyright laws, or harassing.

The following are guidelines students must adhere to while using CCPS network (Access to the Internet and the Wifi infrastructure).

- Never use inappropriate, obscene, profane, threatening, or disrespectful language on CCPS network resources.
- Always use appropriate academic language.
- Never deliberately access inappropriate content. All traffic is monitored.
- Respect and uphold copyright laws (See "Digital Citizenship").
- Never access social media sites without appropriate approval.
- Cyberbullying is strictly prohibited.
- Never publish content without approval by appropriate school personnel.
- Never access CCPS network, data, or devices without proper authorization.
- Never attempt to bypass security/content filters.
- Never participate on message boards or in chat rooms without teacher supervision or direction.
- Always inform teacher or other school authority of any inappropriate behavior observed.

Device Care and Responsibility

CCPS devices are to be used for academic purposes only. Students should take great care when using CCPS devices and are NEVER to cause deliberate damage. Students are responsible for all CCPS devices assigned to them by their teacher or other school personnel. Abuses or accidental damages to CCPS devices should be reported to teachers or other school personnel immediately. Students found damaging CCPS devices might permanently lose access to them. Additionally, parents/guardians may be held financially responsible for the devices if students are found deliberately damaging CCPS devices.

The following are guidelines students must adhere to while using CCPS devices.

- Care for the devices as if YOU paid for them.
- Do not touch the screen or monitor.
- Use extreme care when using touch screen devices.
- Never eat or drink around devices.
- Never download/install software without approval of teacher or other school personnel.
- Never alter or deface the asset tags or identifying stickers in any way.
- Never affix anything to the devices.
- Do not attempt to remove or change the physical structure of the computer. This includes the keys, the screen cover, and the plastic casing.
- Use CCPS devices in a manner that is consistent with the educational objectives of the district.
- Return devices to the proper storage area when not in use.
- Access only sites based on the directives of the teacher or other school personnel. All other sites are prohibited.
- Do not access shareware. It is prohibited.
- The device is CCPS property and is subject to inspection at any time, without prior notice
- Understand that communication and transmission of information is trackable and traceable to the user logged into the device.

Digital Citizenship

Digital citizenship are the norms of appropriate, responsible technology use. CCPS expects students to conduct themselves appropriately and develop safe practices when using digital resources, both at school and at home. Some important elements of digital citizenship include but are not limited to the following:

A user's digital footprint is permanent. Think before you hit send/post. Once digital content is sent/posted, it can never be permanently deleted. Anyone who views it can download or save it. Inappropriate posts may prevent you acquiring a job or attending the college of your choice. Never post pictures or text that you may regret. You can never take it back.

Be respectful in all your electronic communications. Everything you post can be traced back to you. Never use digital resources to project anger to anyone. This type behavior, while using CCPS digital resources, may result in the revocation of access to digital resources.

Communicating with strangers online is dangerous. Never give out personal information online (name, address, contact information, social security number, etc.). NEVER agree to meet someone you have met online. ALWAYS tell a parent/guardian or teacher if anyone ever makes you feel uncomfortable online.

Copyright infringement is not only unethical, but also illegal. Infringement occurs when an individual reproduces a work that is protected by copyright without permission from the creator. If the user is unsure whether they can use the material, they should request permission from the copyright owner. Never copy/paste from the Internet without properly citing the source.

Users should always protect their accounts. Never share your network account information with friends. Never try to use another student's account information. Never leave a computer logged in with your account information. Never write down your account information where others may see it. You are responsible for the content accessed or transmitted using your account information.

The CCPS Instructional Technology team has developed electronic tutorials in which all students are expected to participate. These tutorials can be accessed on the district's website. Parents are encouraged to view the tutorials and have discussions with their child/children about how to conduct themselves in a digital environment – early and often. Additionally, students will have opportunities to utilize the tutorials at school.

Student's Personal Devices

Currently, CCPS is not a BYOD (Bring Your Own Device) district. However, if a teacher deems it appropriate for students to use their personal devices, for instructional purposes, CCPS has a Wi-Fi network to support this initiative. Parents and students must acknowledge, if personal devices are used at school, CCPS is not responsible for loss, theft, damage, or technical support of these devices. Students are responsible for securing their devices. Student's personal devices should be password protected and clearly marked with identifying characteristics. Students are expected to comply with all class and school rules while using personal devices. The use of personal devices is not a necessity but a privilege. When abused, privileges may be taken away. Additionally, the following applies:

- The district's content/security filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited. Even when a student is using his/her own device, the policies in this document apply.
- CCPS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the policies of this document or the "Student Code of Conduct". If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator or personnel from the Department of Technology.
- Printing from personal devices is not possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging stations are not available at CCPS schools.

Infinite Campus Parent Portal Guide

Clayton County Public Schools understands that parental access to information is a critical link in guiding and supporting students. The Infinite Campus Portal is designed to help you stay up-to-date with your child's assignments, activities, and academic progress. In this secure site, information about your child is just a click away. You can view assignment details, track attendance, and print report cards. Teachers, counselors, and staff publish information, as it is available; giving parents immediate access to ongoing student performance. You can login to the Infinite Campus Portal to view your child's information from any convenient location around the world where internet access is available.

Schools post announcements, important notices, and meetings onto the portal allowing busy families to schedule, plan, and stay informed.

How it Works

To use the Infinite Campus Portal, you need a computer with Internet access. Your account will remain active while your child remains within the district.

Access to the Infinite Campus Portal

Instructions for acquiring your user name and login are provided on the CCPS website.

<http://www.clayton.k12.ga.us/>.

Select – Students and Parents

Select – Infinite Campus for Parents

Select – Parent Portal Quick Guide

Security Features

The Infinite Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the child (ren) they are authorized to view. Parents and guardians will have access only to the links they have been given permission. This is dependent upon the information provided about parent and guardian rights, living arrangements, etc. provided to the school during registration. By default, the system will automatically end any user session that has been dormant for 60 minutes. Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school to have the account reactivated. Additional security settings include an access log that monitors successful logins.

Account Access Procedures

The first time you attempt to access the Parent Portal you will need to retrieve your activation key to create a username and password. The Activation Key is only needed the first time you access the portal to create your username and password.

Portal Login Screen: <https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp>

1. From the Portal Login page, select the Click Here link next to "If you do not have an Activation Key." This option is only used when a username and password needs to be created. Enter the requested information and click the Activate Your Parent Portal Account Now to create your username and password.

2. The Activation Screen will display. Here is where you will enter the Activation Key you received in the previous step.

For more information about the SIS Parent Portal, please view the guide at http://www.clayton.k12.ga.us/parents/infinite_campus_overview/

Student - I understand and will abide by the terms and conditions for using the digital resources in Clayton County Public Schools. I understand that any violation of the terms of these policies is unethical and may result in disciplinary action against me, including revocation of my privilege of CCPS digital resources and may constitute a criminal offense.

Name of Student (Please Print)

Student's Signature

Date

Parent/Guardian

I hereby release, discharge, indemnify, and agree to hold harmless CCPS, Members of the CCPS Board of Education, its past, present and future officers, attorneys, agents, employees, predecessors, and successors in interest, and assigns from any and all liability arising out of or in connection with the use of CCPS technology resources. I will instruct my child regarding the rules of use of the resources contained in this document.

I understand that CCPS is compliant with rules and policies in place to protect my student, including the Children's Internet Protection Act (CIPA). Our schools are required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites will be blocked. However, it is impossible for CCPS to restrict access to all materials deemed as questionable, and I will not hold the school system responsible for such materials accessed using CCPS technology resources. I also agree to report any inappropriate use of the system to the Department of Technology.

As the parent/guardian of this student, I have read the policies and regulations in this document. I acknowledge that my child may have access to all the digital resources (including the Internet) available through CCPS.

Name of Parent/Guardian
(Please Print)

Parent/Guardian Signature

Date