

*Administrative Rule*

**TECHNOLOGY ACCEPTABLE USE**

*Code IJNDB-R Issued \_\_\_\_\_*

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**Definition**

For the purpose of this policy, technology is defined as, but not limited to, the following:

- workstations (both desktop and portable), printers, scanners and other peripherals;
- local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices;
- servers including video servers, file and print servers, database servers, caching servers, Web servers, communication servers;
- a Wide Area Network linking all LCSDO sites into one Intranet;
- voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, pagers, walkie-talkies;
- software management systems including data retrieval, grading, instructional, library, media, textbook, student and food service automation systems;
- distance learning systems;
- video capturing including cameras and other devices, broadcast, receiving and distribution systems;
- teleconferencing systems;
- application software packages such as Microsoft Office;
- energy management and security monitoring systems;
- radio systems;
- office copier, imaging and document management systems;
- paging, bell and fire alarm systems;
- vendor hosted software solutions;
- facsimile systems;
- storage devices;
- audio capturing devices including handhelds, cassettes, VCRs, DVDs, CD-ROMs, iPods and other MP3 devices; and
- electronic collaboration systems including e-mail, text messaging and chat rooms.

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### Access

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, Internet and electronic mail (e-mail) services.

By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning by allowing access to resources unavailable through traditional means.

Through the network and Internet, students and staff will have access to the following:

- locally networked reference and research sources;
- global information and news;
- discussion groups on a vast range of topics;
- local, regional, public, state and national library catalogs;
- the World Wide Web; and
- electronic mail (e-mail) services.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities, and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the proper conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. **Any user who violates these guidelines will be subject to appropriate disciplinary action and possible denial of access to these services.** Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student Code of Conduct (JICDA) and administrative rule (JICDA-R) policy. Violations of the laws of the United States or of the State of South Carolina may subject users (employee or student) to criminal prosecution.

With access to technology and people all over the world also comes the increased availability of material that may not be of educational value in the context of the school setting. Although the district firmly believes that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the district, the district still makes every effort to monitor and restrict ready access to known objectionable sites and to controversial or inappropriate materials. The district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. Use of technology and/or Internet access for any purpose that is inconsistent with

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the educational mission of the district is strictly prohibited.

In order for the district to be able to continue to make its computer network and Internet access available, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Upon reviewing this policy, each staff and student will be given the opportunity to enjoy network and Internet access at school and is agreeing to abide by the policy. A copy of this policy, or access to this policy, shall be provided to parents.

Due to the integration of technology in the educational process and the curriculum of the district, student use of technology is not optional. All students enrolled in the district understand that they will be using technology responsibly at school on a regular basis and are bound by the terms of this policy.

### **Internet Safety Policy**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block obscene materials, child pornography or "harmful to minors" materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district's "internet safety policy." This rule includes provisions to address access by minors to inappropriate materials on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

### **Terms and Conditions of Use**

The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and consistent with the educational objectives of the district.

Individuals must comply with the district's rules, state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's *Student/Parent Handbook* and the district's *Employee Handbook*.

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Lexington County School District One requires all its users to report technology related issues or problems immediately. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

### **Rules Governing Use**

**Lexington County School District One** Web pages must comply with district policies on FERPA, Data Privacy and Public Use of School Records.

**Lexington County School District One** will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

**Lexington County School District One** will involve law enforcement should illegal activities take place.

**Lexington County School District One** expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the Technology Acceptable Use Policy. Students shall immediately tell their attending teacher. Employees shall immediately notify their supervisor.

**Students** will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes but is not limited to home address, telephone numbers, school address, etc.

**Students** will not use district resources to agree to meet with someone they have met online.

**Users** will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

**Users** will not access inappropriate materials.

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**Users** may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

**Users** will not upload or scan in inappropriate or non school-related images of their own accord to district technology resources.

**Users** will check their e-mail frequently and delete unwanted messages promptly. The system administrator may delete e-mail at any time.

**Users** should join only high quality discussion groups or mail lists that are relevant to their educational, professional or career development.

**Users** will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

**Users** will not originate nor knowingly forward e-mails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

**Users** will not attempt to gain unauthorized access to the e-mail system, the district Web pages, or any other computer systems through Lexington County School District One e-mail and/or Internet and/or network access.

**Users** will not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

**Users** will not attempt to perform functions that exceed their authorized access, share their account information (User ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.

**Users** will not download or install any unauthorized software or install any unauthorized hardware.

**Users** will not run any executable files attached to an e-mail message.

**Users** will not knowingly use portable data storage devices, which contain viruses or in any other way knowingly spread computer viruses.

**Users** will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on Web pages. All communications via district Web pages will comply with the district's Technology policy and district's student Code of Conduct (JICDA) policy and administrative rule (JICDA-R).

**Users** will not engage in personal attacks, including prejudicial or discriminatory remarks.

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**Users** will not send harassing e-mail to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

**Users** will not use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination towards other people.

### **Penalties for Improper Use**

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student Code of Conduct (JICDA) and administrative rule (JICDA-R) policy.

Violations of the laws of the United States or of the State of South Carolina may subject users (employee or student) to criminal prosecution.

### **Warranty**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions.

Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents (if the user is a student), will be responsible for all such costs.

### **User Privacy**

**E-mail messages and any other electronic files created using district resources or stored district resources are the property of the district.**

The district reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the

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same policies that would apply to that information if it were not in electronic form.

### **Plagiarism and Copyright**

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

### **OTHER**

Material on a Web page reflects an individual's thoughts, interests and activities. Such Web pages do not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Lexington County School District One expects users to immediately report any page(s) whose content created by students or staff causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Superintendent. This regulation may be updated on an annual basis or more frequently, if required.

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