

## 6150-R Technology Acceptable Use

### Guidelines for Acceptable Use, Terms, and Conditions

#### **Campbell County School District's Responsible Use of Technology Resources**

- Demonstrate safe, legal, and responsible use of digital information and technology.
- Demonstrate a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate elements of digital citizenship.

#### **Unacceptable Uses of Technology Resources**

Inappropriate technology use includes but is not limited to the following:

- Violating any federal or state law, local regulation or school district policy. ([CIPA](#) and [COPPA](#))
- Using obscene language.
- Harassing, insulting or bullying others, posting of private or personal information about another person. ([Student Policy #5276- Anti-Bullying Policy](#))
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Intentionally wasting limited network or bandwidth resources.
- Damaging, theft, vandalism or malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses and/or the intentional removal of district-installed software.
- Unauthorized access or "Hacking" in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Accessing, modifying, or deleting digital information that belongs to others.
- Possession of and/or distribution of any tools, which can be used for malicious purposes.
- Intentional viewing, downloading or distribution of inappropriate, offensive, materials, including but not limited to: inappropriate music files, movies, images, or other media.
- Downloading to district devices any student owned apps and/or software.

#### **Digital Citizenship**

Campbell County School District's overall code of conduct also applies to the use of digital tools for academic purposes. When online, users should work towards creating a positive online presence and are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Use appropriate language. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of technology.
- Comply with copyright policy (Human Resources Policy # 4675- Copyright/4675-Regulation-Copyright).
- Students should not reveal his/her personal address, phone number or any other personal disclosures, or those of students or colleagues.
- Students should not give their username or password to any other student, or use the username or password of someone else to access any part of the system.

#### **Digital-Age Communication and Collaboration Tools**

Students may participate in District-approved digital-age communication, social media and collaboration tools related to curricular projects or school activities. Communication and collaboration tools are online applications, services, and practices that allow users to connect to each other and to create, share, and collaborate on content. When using the tools, students must abide by the guidelines established within Digital Citizenship and support the educational mission and instructional program of the district.

Digital-age communication and collaboration tools are not guaranteed to be private. All communication and collaboration tools must be used appropriately. Account holders will be held responsible at all times for the proper use of accounts, and the District may suspend or revoke access if rules are violated. Content relating to or in support of illegal activities will be reported to authorities.

Inappropriate use of such tools would include but is not limited to:

- Threatening harm to a person or to property.
- Content that is obscene, offensive, crude or indecent.
- Content that is posted anonymously.
- Content which insults or slanders.
- Content which violates the privacy of others. (Student Policy #5330-Student Use of Electronic and Recording Devices)
- Content which blackmails or places demands on someone.
- Content which promotes any illegal activity.
- Content that annoys, abuses or harasses another person.
- Content which is political in nature or intent.
- Content which promotes the sale of goods or services for personal gain.
- Sending irrelevant or inappropriate messages to a large number of recipients.

### **Student Images and Products for Educational Use**

Campbell County School District through the use of technology continues to strive to provide your son or daughter with enriching and innovative opportunities. As we continue to extend our audience and communicate with others around the globe, your child may have the opportunity to have their photograph and/or student digital projects shared on mediums (including, but not limited to websites) published through Campbell County School District.

Unless otherwise noted in Student Policy #5147-Student Records, the following will apply:

- No portrait style photographs or photographs containing personal identifiers will be allowed.
- Students' last names are never published.
- Students' home addresses, e-mail addresses, or phone numbers are NEVER published.

### **CCSD Technology Acceptable Use Agreement**

The Technology Acceptable Use Agreement will be signed by students and parent/guardian upon initial enrollment in Campbell County School District and again in **Grades 3, 7 and 9**. Informal and formal reviewing of the Technology Acceptable Use Policies, Regulations and Digital Citizenship responsibilities will take place throughout a student's academic career.

### **Due Process**

Campbell County School District will apply appropriate discipline for violations of the signed Technology Acceptable Use Agreement; which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by Campbell County School District administration.

ADOPTION DATE: May 13, 1996; Revised April 8, 2003; Revised January 10, 2006; Revised September 18, 2009; Revised January 24, 2012; Replaced August 25, 2015; Updated 8/29/2016; The CCSD Technology Acceptable Use Agreement form was removed from this policy and turned into its own document 6150-Form November 6, 2019

LEGAL REFERENCE(S): CIPA, COPPA

CROSS REFERENCE(S): 4510, 4510-R, 4675, 4675-R, 5147, 5147-R, 5276, 5330, 6150