

**APPENDIX B**  
**STANDARDS FOR ACCEPTABLE USE & SUPPORT**  
**OF THE MCSD NETWORK, INTERNET, AND INTRANET**  
**AND THE MCSD ACCEPTABLE USE POLICY (AUP) FORM**

For purposes of this document, a user is anyone who is authorized to gain access to the MCSD Network, Internet, or Intranet. Unauthorized use or access is prohibited.

The Network is the connection between the WAN (Wide Area Network), the LANs (Local Area Networks) and the technology components at a school or building.

**(For purposes of “Bring Your Own Device” (“BYOD”)),** “Technology” refers to privately and or personally owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

The Internet is a worldwide collection of computer networks that serves as a conduit for communication and the global exchange of information. The Internet is not a single network; rather, it consists of thousands of individual networks that allow information to pass among them.

**(For purposes of BYOD),** only the Internet gateway provided by the school district may be accessed while on campus school district premises. This includes, but is not limited to, cell phones, cell network adapters, and other personal Internet connective devices, which may not be used to access the Internet at any time, while on school district premises, except through the school district Internet gateway.

#### **BYOD Security and Damages**

Security for any privately owned portable electronic devices is the sole responsibility of individual owners. Neither the School District, nor its staff or employees, is liable for any device stolen or damaged on school district premises. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify individually owned devices. Additionally, protective cases for technology are encouraged.

Muscogee County School District uses a web-based learning management solution (LMS) that permits students to participate in an online learning environment in a format with which they are already familiar. Use of the LMS ties directly to district curriculum goals that include teaching Internet safety and digital citizenship. Since the LMS is provided through the school district’s Internet content filtering service, all content is monitored for anything that is inappropriate, objectionable, and/or harmful to children. This filter is in place wherever the LMS is accessed; at home or at school. All activity is closely monitored by teachers and administrators. Students are expected to adhere to the attached Acceptable Use Policy (AUP) for the district’s computer network and the Internet.

Our eLearning solutions allow collaboration between students and teachers both inside and outside of the classroom in a private, monitored environment. Users have access to learning resources including teacher approved online videos, websites, and uploaded documents as well as other Web 2.0 tools. Collaboration tools include blogging, group discussions, online assignments, and event calendaring. Students can also upload documents at home to be retrieved on campus and vice versa. The tools inside our eLearning solutions help prepare students for the demands of 21<sup>st</sup> century digital literacy and citizenship needed in college and the workplace. Student access to traditional social media websites such as YouTube and Facebook will continue to be blocked from school computers. Because students need to sign in to the web-based LMS with a district provided username and password, all student activity can be monitored for safety and compliance. Parents are requested to allow their children to access the LMS from home computers, even if they block or disallow students from using other on line websites or destinations (such as Facebook or YouTube), in order to participate in on-line class discussions beyond the school day.

Although Muscogee County School District has put security measures in place, users should understand the district cannot guarantee that every bad website or inappropriate content will be blocked from student access. The district does not guarantee that all students will have access to computers, the Internet, or files stored on its servers 100% of the time.

The following district technology and Internet Acceptable Use Policy (AUP) has been updated to reflect the new on line collaboration tools made available through our eLearning solutions.

### **Terms and Conditions of the MCSD Acceptable Use Policy (AUP)**

**I. Personal Responsibility and Safety.** I know that school computers, private or personally owned devices and Internet communication tools must be used properly and with respect.

- A. I understand that using the school's computers and accessing the Internet is a privilege that is earned.
- B. I understand that all the rules described in my school's discipline policy and this AUP apply when I am using computers at school and whenever I'm using MCSD's eLearning solutions, even from home.
- C. I understand that I must access the computer and the school Internet with my MCSD user name and password and will not share that with anyone except my parents, teachers, or administrators. Any other sharing of passwords is a violation of the AUP.
- D. I will immediately stop and tell the teacher or adult in charge if anything happens on the computer or on the Internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying or action that violates the AUP).
- E. If I find something that is not appropriate on the Internet, I will leave it right away and tell a teacher or adult
- F. I will not show other students inappropriate content.
- G. I will report any misuse of the computer, private or personally owned devices, or the network to a teacher or principal.
- H. I will take care of the computer and all technology equipment as if it belonged to me.
- I. I understand that the district keeps a record of everything that is done on the computers and that things done on the Internet can be traced back to the person who did it.

**II. Inappropriate Uses.** I understand that school computers and private or personally owned devices shall be used only for educational purposes and learning.

- A. I will only use school computers and private or personally owned devices for classroom work assigned by the teacher.
- B. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
- C. I will not attempt to bypass security measures on the district network.
- D. I will not log into the computer or network with someone else's username and password.
- E. I understand only the MCSD approved vendor may perform repairs, in accordance with Property and Risk Management protocol.
- F. For purposes of BYOD, I understand that I am responsible for all repairs and support for my private or personally owned device.

**III. Digital Citizenship.** I will treat people with respect when using the computer and accessing the Internet.

- A. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am online or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges, as well as any other appropriate sanctions.
- B. I will respect other students' work on the computer all devices. I will not copy, change, or remove another student's work from the computer any device, the school network, the Internet or My Big Campus.
- C. I will tell a teacher or administrator whenever I encounter anything on the Internet that I think may be inappropriate or a violation of school policies. I will do this in person and/or by using the "flagging" option in the eLearning solutions.
- D. I will not copy information and use it as if it were my own without giving credit to the author and/or source. I know that failure to properly cite my sources of information is considered plagiarism, a form of cheating, and, in some instances, also a violation of copyright laws.

**IV. Online Behavior:** I will follow these guidelines when using MCSD's eLearning solutions and the Internet, to include electronic mail (email):

- A. I understand that things I post on My Big Campus may be seen by everyone at school and at home, and things that are posted on the Internet can be seen by everyone in the world.
- B. I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number, on any of MCSD's eLearning solutions, or on the Internet, as required by COPPA.
- C. I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
- D. I will consider whom I am communicating with and think about how they might interpret my words.
- E. I will give constructive criticism and comments in order to help people and not humiliate or offend them.
- F. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
- G. I understand that authorities have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
- H. I will only post information that I can verify is true and I will not spread gossip about other students.
- I. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author.
- J. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
- K. I will ask my teacher for clarification whenever I am in doubt about any of the rules or guidelines.

**V. Data Storage.** I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the district's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the district does not store backups of the student files on its servers. MCSD does not archive or backup student email

**VI. Privileges.** I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I fail to use the computer properly or treat others respectfully online, I will lose that privilege and face disciplinary actions and my parents will be notified.

### **Sanctions for Misuse**

Use of the Internet and any private or personally owned devices is contingent upon compliance with state and federal laws, district regulations, and the user responsibilities outlined in this document.

- Violations may result in a loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined at the school level in accordance with Board of Education Policies and the Muscogee County School District Behavior Code.

### **Acceptable Use Policy**

Each student user of the Network or Internet must have a signed Acceptable Use Policy form on file in the specified location at the school or building.

### **Local Modifications**

All locally developed modifications to this Acceptable Use Policy for the Network or Internet must be consistent with Board of Education Policies and the Muscogee County School District Behavior Code and Discipline Policy.

## **B.Y.O.D. Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, Standards for Acceptable Use and Support of the MCSD Network, Internet, and Intranet and the MCSD Acceptable Use Policy. Additionally, technology:

- Must be in silent mode or headphones in use while on school campuses district premises and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours without prior written approval from the teacher.
- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum.

Students acknowledge that:

- The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on school district premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG.
- Processing or accessing information on school district premises related to "hacking", altering, or bypassing network security policies is in violation of policy IFBG.
- The school district has the right to collect and examine any privately or personally owned or district issued device, that is suspected of causing problems or was the source of an attack or virus infection.
- Printing from private or personally owned laptops devices may not be technically available at all locations.
- BYOD technology should be charged prior to bringing it to school and will run off its own battery while at school.

MUSCOGEE COUNTY SCHOOL DISTRICT
Acceptable Use Policy (AUP) Agreement Form for
Standards for Acceptable Use as Defined in MCSD Technology Plan, Appendix B

Parent /Guardian Consent for Students Under Age 18

As the parent or guardian of this student, I have read Appendix B of the Board-approved MCSD Technology Plan (the MCSD Standards for Acceptable use of the Network and Internet), which is posted on the MCSD website at https://www.muscogee.k12.ga.us/AboutUS/Pages/MCSD-Technology-Plan.aspx I understand that access to the Network and Internet is designed for educational purposes and that my student’s school and MCSD have taken precautions to control controversial material; however, I also recognize it is impossible to restrict access to all such materials, and I will not hold the school or MCSD responsible for materials acquired, viewed, or transmitted on the Network or Internet. Further, I accept full responsibility for supervision of my student’s Internet access when s/he is not in a school setting. I understand that any violation may revoke his/her access privileges or invoke disciplinary action and/or appropriate legal action. I also agree to abide by any changes in the AUP as approved by the Board.

I have read the AUP and agree to Section I, Personal Responsibility and Safety.
Yes No

I have read the AUP and agree to Section II, Inappropriate Uses.
Yes No

I have read the AUP and agree to Section III, Digital Citizenship.
Yes No

I have read the AUP and agree to Section IV, Online Behavior.
Yes No

I have read the AUP and agree to Section V, Data Storage.
Yes No

I have read the AUP and agree to Section VI, Privileges.
Yes No

I have read the AUP and agree to the B.Y.O.D Student Agreement
Yes No

As the parent or guardian of this student, I understand that any school and/or district Internet publication involving my student will be reviewed by the principal or designee to insure consistency with any Board policies and that any e-mail account used for school purposes on any device will be used for instructional purposes only and may be subject to review.
Yes No

I grant permission for publication of my student’s work and name to include on the school and/or district websites.
Yes No

I grant permission for my student’s work to be released to local news agencies for publication concerning school/district events.
Yes No

I grant permission for my student’s photograph to be published on the school and/or district website.
Yes No

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

For School Years: \_\_\_\_\_

Student #: \_\_\_\_\_

Dates: \_\_\_\_\_

Agreement for Using the Internet: Students at Least 18 Years of Age or Adults (Non-Employees)

As a user of the Network or Internet, I hereby agree to comply with this AUP and any Board-approved changes for the MCSD Network or Internet. I will use the Network and Internet in a responsible fashion while honoring all rules, policies, and restrictions. I understand that any violation may revoke my access privileges or invoke disciplinary action and/or appropriate legal action.
Yes No

I grant permission for publication of any of my work on the school and/or district website.
Yes No

I grant permission for my name to be published on the school and/or district website.
Yes No

I grant permission for my photograph published on the school and/or district website.
Yes No

I grant permission for my information to be released to local news agencies for publication concerning school/district events.
Yes No

I understand that any e-mail account that I use for school purposes on any device will be used for instructional purposes only and may be subject to review.
Yes No

Student/Adult Signature

Date