

Muscogee County School District Acceptable Use Policy

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.

“Technology” refers to district issued or privately owned wireless and or/portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants, handheld 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.

Internet: Only the internet gateway provided by the District may be accessed while on campus. Personal devices with internet connectivity, such as but not limited to, cell phones/cell network adapters, are not permitted to be actively used to access outside internet sources at any time.

Security and Damages

Personal Devices: responsibility to keep personal devices secure rests with the individual owner. MCSD is not liable for any personal 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.

District Issued Devices for School Use: use of school computers is a privilege that is earned by abiding by the rules described in MCSD Student Behavior Code. Failure to use the computer properly and respectfully can result in the privilege being revoked and possible disciplinary action. The parent will be notified.

Student Responsible Use Agreement:

The use of technology to provide educational material is a necessity today. Computer use is no longer an option that students can opt out of but a necessity for our 21st Century learning environments. Muscogee County 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. Students log into the LMS with a district provided username and password so the activity can be monitored for safety and compliance. Students and parents will actively participate in the *Responsible Use* trainings at the start of school and agree to abide by the following acceptable use guidelines:

- Adhere to the Student Code of Conduct as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).
- Take full responsibility of personal or district issued mobile devices and keep it with himself or herself at all times.
- Keep all devices in silent mode while on the school campuses and while riding school buses
- Access the computer with the assigned student user name and password and use the device for instructional purposes only.

- Be respectful of others and never use the device to record, transmit or post photographic images or video of a person, or persons on campus or while attending school-sponsored events unless it is a teacher requirement for a school assignment. Permission to photograph or video another person must be obtained even in the case of school assignments.
- Be respectful of other students' work and never copy, change, or remove another student's work from the device, the school network, the Internet, or any of the eLearning solutions used by MCSD.
- Make comments and discussion responses that are helpful and respectful and directly related to the purpose of the original post.
- Immediately inform a teacher or administrator whenever anything on the Internet is encountered that may be inappropriate or a violation of school policies.
- As required by Children's Online Privacy Policy Agreement (COPPA), never share personal information (or another student's) online.
- Comply with teacher request to shut down the device, close the screen, or put away.
- Use the school's connection to the internet without bypassing it so that the content filters can be applied to the connected device.
- Take care of the equipment being careful not to bring on the premises any Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data, and/or to participate in acts of "hacking" or bypassing the network security.
- Submit the device to be examined any time it is suspected of causing problems or is the suspected source of an attack or virus infection.
- Back up files on personal media or One Drive accounts in the case of loss of data on the issued device.
- Ensure the device is fully charged prior to bringing it to school each day
- Use the MCSD-issued email account responsibly adhering to all the guidelines in Board Policy IFBG.
- Report any damage or problems with the device to a teacher who will create a work order for the device to be checked by a MCSD technician only as per the Property and Risk Management protocol.
- Grant permission for student's photograph and publication of student work and name to be published on the school and/or district websites and released to local news agencies for publication concerning school/district events.

Sanctions for Misuse

Use of the Internet and any district issued 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 loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined in accordance with Board of Education Policies and the Muscogee County School District Behavior Code.