

Internet Acceptable Use Policy

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Jackson County School District provides computer equipment, computer services, and Internet access for primarily educational purposes. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators (authorized faculty, staff, and administrators) are employees of the Jackson County School District and are authorized and required to monitor authorized activity on school network facilities. The Director of Information Technology has the responsibility of implementing this policy throughout the district. Any device that is in violation of this policy may be removed by the Director at any time. Any person in violation of this policy will be reported to the appropriate administrator for disciplinary action. Because of its enormous size, the Internet's potential is boundless. However, with such great potential for education also comes some potential for abuse. This policy outlines the guidelines and defines a contract for appropriate Internet use.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to students" when students are accessing the Internet. Online activities of students may be monitored by the authorized individuals. Any inappropriate activity by students will be reported to the appropriate school authority for appropriate action.

Internet Safety

Jackson County School District will educate students in the appropriate use of online behavior. This will be achieved via classroom instruction before October of each school year. Any students that arrive after training will be trained individually.

Personal Safety

- Users will not disclose use, disseminate or divulge personal and/or private information about themselves, students or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites or any other insecure media – such as their full name home or email address, telephone number, or social security number.
- Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

- Users will not access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
- Users will not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to students.
- In some circumstances, students may be allowed to take computers or other devices home. Regardless of the location, this policy applies to ALL DEVICES. All actions performed on any District Owned device is under the oversight of this policy.
- No devices that provide any networking services, recording devices, or remote access devices or software may be used on the network or devices connected to the network without the permission of the Director of Information Technology. This includes but is not limited to wireless routers, WiFi access points, wired routers, personal digital assistants, recording devices of any sort, or any software to allow remote access from off premise. The Director of Information Technology may remove any device from the network at any time. Users will not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials unless it is directly related to an assignment given by a teacher.
- Users will not use the network for any illegal activity including, but not limited to, unauthorized access including hacking, phishing, and spoofing.

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- Users will not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive, (e.g., “cyberbullying”).
- Users will not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

System Resource Limits

- Users will only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes.
- Users will not download large files or engage in activity that degrades access to the Internet for the general use.
- Users will not to send, forward, or post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people), send/forward mass email files that do not contain educational/instructional content across the district network.
- Users will not access or read other employees e-mail unless approved by the Superintendent.
- Users will immediately notify his/her teacher or other school administrator in the case of accidentally or intentionally accessing inappropriate information.
- Users will not provide access to the Jackson County School District’s technology for third parties without prior agreement of Jackson County School District.
- Users will not attempt to damage computer equipment or software or attempt to alter software configuration of computing resources.
- Users will not allow anyone to work on Jackson County School District computers and network equipment without permission of the Information Technology Director. Students are NOT to be allowed to work on equipment or download software on computers without the authorization of the Jackson County School District Technology Staff.
- Under no conditions should a user provide his/her password to another person or use another person’s password to access other’s data.
- Users will not use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources.
- All use should serve an instructional purpose and be educational in nature.
- Use of proxies or any means to bypass the content filter is strictly prohibited and will result in strict disciplinary action.

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Temporary Provisions Based on the 2020 Equity in Distance Learning Act (EDLA)

The following provisions are temporary and will be in effect as long as equipment funded by the EDLA is in use within Jackson County School District.

- Students, parents or guardians, and staff agree that they may be charged fees or fines for intentional loss or damage to devices assigned to them as a part of a 1:1 initiative.
- Jackson County School District shall assume control of ownership and liability for devices and other equipment purchased under the EDLA grant program until the devices and/or other equipment:
 - No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
 - Is sold to students in Grade 12 under the provisions of Section 37-7-459; or
 - Is traded into a vendor as part of a subsequent purchase
 - Is discarded as allowed by district policy

User Rights and Responsibilities

- Users have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. Exceptions will be for academic research by a staff member with the approval of school administration. The Jackson County School District uses hardware and software resources to filter websites. The filter assists in the protection of our students by attempting to prevent inappropriate content on the Internet. Even though the district makes every effort to block inappropriate and offensive content, there is no guarantee of blocking such content via the Internet. The School District cannot be liable for events involving the access of inappropriate material. Sites are blocked due to categorization made by companies outside control of the School District. Many times sites can be categorized contrary to the District's thoughts. Employees may request the technology department to review the site. If the site is blocked due to being categorized incorrectly, the site will be added to an allow list for educational use.
- Employees, students, and visitors shall not use an outside Internet connection, such as using a cellular connection to access the Internet on school premises, as this violates CIPA regulations. All Internet traffic MUST flow through the filter to be CIPA compliant. (See Policy IJB)

- Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.
 - The school district does not provide server space for teacher or student data storage use. Each teacher is provided a computer. Computer labs are provided for student use. While data may be stored on teacher and/or student computers, there are no backups performed by the school or district on a regular basis. Any technology owned by the district may be separated from use at the discretion of the Superintendent at any time.
 - The school district provides e-mail accounts for all employees and students. However, email for students is enabled only at the discretion of the school Principal, through the Assistant Superintendent and Superintendent. All in-bound and out-bound e-mail is being archived and stored for eDiscovery purposes for a period of one year. Deleted email will remain searchable for eDiscovery purposes for a period of a year from the point that the message was received. Undeleted email remains regardless. Certain positions in the district may have associated email that would be beneficial to retain after an employee leaves the district. In such cases, only the Superintendent may authorize the retention of the account as well as specify who may access it. Jackson County staff members should refrain from using any e-mail account other than district e-mail when conducting all school related business. By federal law, the use of personal e-mail accounts to conduct school business is subject to discovery.
- Users should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of student users maintain the right to inspect the contents of their child's user files.
- Individual schools within the district may create additional guidelines and procedures consistent with and within the boundaries of this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Students may access electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school technology for Jackson County School District students.

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- Users will report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.
- Users will report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.
- Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
- The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.
- Personal technology may be used within the district using wireless technologies. However, should the technology be categorized as disruptive, it may be disabled through a centralized means with no warning.
- Teachers, staff, and administrative personal PCs or laptops will not be connected to the district wired network due to virus issues. Visitor notebook computers may be connected to the district wireless network. Employees should understand fraternizing with students via the Internet/Social Media is prohibited. The District realizes social media sites are very popular. Employees should exercise extreme caution if and when posting information to these sites. Once information is posted, it is there for anyone to view and often share with others. All Jackson County School District employees should understand that inappropriate material and/or conduct posted on social media sites can adversely affect the employee's ability to carry out the responsibilities of his or her job.

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Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are hereby informed that they are entitled to no expectation of privacy in their use of technology resources or access of the Internet. Users' computer usage and Internet access may be monitored at any time. Consequences of violating this policy may include paying for damages, denial of access to technology, detention, suspension, expulsion or other actions applicable under the school disciplinary policy, or state or federal law. At the discretion of the Jackson County School District, law enforcement authorities may be involved and any violations of local, state, and/or federal law may result in criminal or civil prosecution.

State Statutes:

Ms. Code, 1972

SEC 97-5-27. Disseminating sexual material to children, penalties

SEC 97-29-45. Obscene electronic and telecommunications, penalties

SEC. 97-45-3. Computer fraud, penalties

SEC. 97-45-5. Offense against computer users, penalties

SEC. 97-45-7. Tampering with computer equipment, penalties

SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act

18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act

S984: Parental Rights and Responsibilities Act

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Signatures

Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

- Each user further understands that some Internet violations are unethical or may constitute a criminal offense resulting in legal action and understands that access to the Internet will be supervised by Jackson County School District personnel. Provisions of this agreement will be reviewed with students on an annual basis. Lastly, each user further understands that the Jackson County School District is not responsible for the actions of individual users or the information they may access.
- The AUP will be signed either physically or electronically by the student, a student's parent, any teacher, administrator, and staff using computers on campus.
- The AUP must be signed each year.
- Human Resources will keep a copy of all employee signatures whether electronic or physical. The individual schools will keep a copy of the student signatures in their E-Rate Binders. These must be stored for ten (10) years.
- This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

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**Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT
Administrator/Teacher/Staff Agreement
(Please go to our website to obtain the printable form)**

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules outlined in this policy, it may adversely affect my ability to carry out the responsibilities of my job for which I'm hired. Violation of this policy may terminate my access to the Internet and email, and I may face other disciplinary measures.

This may be done through the Human Resources site for professional training.

Signature _____

Date _____

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**Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT
Student Agreement**

Student agreement signatures are collected as a component of Internet safety training and will be on file in the E-Rate binder at the individual schools.

Signature _____

Date _____

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