

BOARD PROCEDURE

Descriptive Code: IFBGA (1)

USE OF ELECTRONIC COMMUNICATION DISTRICT

Date: October 26, 2009

The purpose of this procedure is to ensure that all uses of the Columbia County School District Technology Network are consistent with the goals and educational philosophy of the Columbia County School District. The use of the Columbia County School District technology network includes computer hardware, software, local and wide area networks, media equipment, and access to the Internet. Due to the complexity of this system and the magnitude of information available through user access, the Columbia County Board of Education believes guidelines regarding appropriate use are warranted.

Appropriate Use of the Columbia County School District Technology Network

User access to the Internet from any school district computer shall comply with the district's Policy IFBGA—Use of Electronic Communication System. The superintendent reserves the right to designate administrative staff members to monitor all user Internet activity, including e-mail.

The use of the Internet is a privilege. Inappropriate use may result in cancellation of this privilege by the district administrator. Users violating the conditions in the CCBOE's Policy or Procedure IFBGA shall be subject to revocation of these privileges and potential disciplinary actions including possible legal action. Teachers and staff, while supervising students, are expected to monitor all students' Internet activities.

Terms and Conditions

User access to the Columbia County School District technology network is provided for educational and communication purposes consistent with the needs and goals of the Columbia County Board of Education. All school district employees are required to sign the Network Responsibility Agreement Form 1B at the time of their new-hire payroll meeting. Signed agreement forms will be stored in the employees' personnel file maintained at the Department of Human Resources. This form may also be used for student teachers, interns, lab students, etc.

Parents of students must sign and return the Network Responsibility Agreement Form 1A to their child's school to give or deny permission for limited information about their child to be included on district or school websites and before the student will be given access to the Internet provided by the Columbia County School District.

Inappropriate Use of the Columbia County School District Technology Network Includes but Is Not Limited to the Following:

- Accessing, sending, creating or posting materials or communications that could be inconsistent with the district's educational needs and goals;
- Sending verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images;
- Placing unauthorized or unlawful information on the system that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial, discriminatory, or harassing attacks or knowingly or recklessly posts false or defamatory information about a person or organization. Please be advised that students' home and personal Internet use can have an impact on the school and on other students. If a student's personal internet message creates a likelihood of material disruption of the school's operations, the student may face school discipline and criminal penalties. Our school district takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff. Students who engage in such activity off campus and create

a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Columbia County School District Code of Conduct as well as criminal penalties;

- Vandalizing the system including uploading or creating computer viruses or worms (“hacking”);
- Using the system for financial gain, product advertising, commercial activities, or fundraising that has not been approved by the Board of Education;
- Providing personal information such as phone numbers, addresses, social security numbers, etc. without proper authorization;
- Violating state or federal laws including copyrights, confidentiality, computer fraud or abuse;
- Engaging in non-educational games and monopolizing resource time and materials;
- Using the identity or password other than the user’s own.

Any user becoming aware of inappropriate use of the Columbia County School District technology network should report the inappropriate use to his or her immediate supervisor. In the event of a claim that a student has violated this policy or procedure, the school district will provide the student with notice and an opportunity to be heard in the manner set forth in the Columbia County School District Code of Conduct.

ADOPTED: 03/14/98

REVISED: 08/07/00, 01/22/02, 03/11/02, 10/14/02,7/29/03,3/8/04,4/19/04,07/06/04, 09/28/04, 5/22/06

Columbia County Board of Education

FORM 1A – PROCEDURE IFBGA (1)

**Network Responsibility Agreement
For Students in the Columbia County School District**

I understand and will abide by the terms and conditions for use of the Columbia County School District Technology Network. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action pursued.

Student Name: _____
(PLEASE PRINT)

Current Grade Level: _____

Student Signature: _____

Date: ____/____/____

Faculty Sponsor (or Teacher): _____

School: _____

**Network Responsibility Agreement
For Parents or Guardians of Students in the Columbia County School District**

(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the terms and conditions for the use of the Columbia County School District Technology Network. I understand that these privileges are designed for educational purposes. I will not hold Columbia County Schools responsible for material acquired or problems related to the use of any material acquired on the network.

I hereby (grant) _____ (do not grant) _____ permission for my child to utilize the Columbia County School District Technology Network and certify that the information contained on this form is correct. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian Name (please print): _____

Signature: _____ Date ____/____/____

Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School District and individual schools may periodically acknowledge student work activities, and/or achievements on their web sites. Such information about your child will be limited to the student's name, student work, grade level, and **photographs**.

All students attending the CCSS, upon entering Kindergarten, 6th grade, and 9th grade should sign the Network Responsibility Agreement for Students of Columbia County Schools, as should their parent or legal guardian. All transfer students or new students to the CCSS, along with their parent or legal guardian should sign a Network Responsibility Agreement upon entering the Columbia County School District.

Signed agreement form is to be placed in the student's permanent record.

REVISED 10/13/09

FORM 1B – PROCEDURE IFBGA (1)

**Network Responsibility Agreement
For Employees of the Columbia County School District**

I understand and will abide by the terms and conditions for use of the Columbia County School District Technology Network. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action pursued.

CCBOE Employee Name: _____

Position & Location: _____

Employee Signature: _____

Date: _____

REVISED 10/19/09

FORM 1C – PROCEDURE IFBGA (1)

**Verification of Signed Network Responsibility Agreement Forms
For Students of Columbia County Schools**

All students attending CCSS should sign the Network Responsibility Agreement for Students of Columbia County Schools—Form 1 – Procedure IFBGA—upon entering Kindergarten, 6th grade, and 9th grade. All transfer students or new students to CCSS should sign the Network Responsibility Agreement upon entering the Columbia County School District.

Verification of Network Responsibility Agreement for Students of Columbia County Schools

The students of _____ have signed the Network Responsibility
Name of Columbia County School

Agreement Form and the signed forms have been placed in the students' permanent records in accordance with BOE Procedure IFBGA (1) – Use of Electronic Communications District.

Name of Principal

Signature of Principal

Date