

7100-R Section 3, Technology Acceptable Use

RESPONSIBLE USE OF TECHNOLOGY RESOURCES

Campbell County School District students and staff will:

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

The Technology Acceptable Use Agreement will be signed by students upon initial enrollment in Campbell County School District and annually thereafter. Staff will sign the form upon initial hire and annually thereafter.

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES

Inappropriate technology use includes but is not limited to:

- Violating any federal or state law, local regulation, or District policy (CIPA and COPPA);
- Using obscene language and content;
- Harassing, insulting, or bullying others; or sexual harassment posting of private or personal information about another person (See Policy 4374, Title IX Sexual Harassment; and Policy 5276 and Administrative Regulation 5276-R, Bullying);
- Interfering with the normal functioning of devices, computer systems, or computer networks;
- Intentionally wasting limited network or bandwidth resources;
- Damage, theft, vandalism, or any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks 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);
- “Hacking” or unauthorized access in an attempt to gain 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;
- Possessing and/or distributing 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; and
- Downloading to District devices any personally owned apps and/or software.

DIGITAL CITIZENSHIP

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

- Users will be polite.
- Users will use appropriate language. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of technology.
- Users will comply with District Policy 4675 and Administrative Regulation 4675-R, Copyright.
- Student users will not reveal personal addresses, phone numbers, or any other personal information, for themselves or others.
- Staff users will not reveal personal addresses, phone numbers, or any other personal information, for students, or colleagues.
- Users will not give their username or password to any other person, or use the username or password of someone else to access any part of the system.

DIGITAL-AGE COMMUNICATION AND COLLABORATION TOOLS

Communication and collaboration tools are online applications, services, and practices that allow users to connect to each other and create, share, and collaborate on content. When using the tools, users 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 communication and collaboration tools includes but is not limited to:

- Threats to harm a person or property;
- Obscene, offensive, crude, or indecent communications;
- Anonymous posts;
- Insults or slanders;
- Violations of other's privacy;
- Blackmails or demands placed on someone;
- Promotion of illegal activity;
- Abuse or harassment of another person;
- Political messages;
- Promotion of the sale of goods or services for personal gain; and
- Irrelevant or inappropriate messages sent to a large number of recipients.

Students may participate in District approved digital-age communication, social media and collaboration tools related to curricular projects or school activities. See Policy 5330

and Administrative Regulation 5330-R, Student Use of Electronic and Recording Devices.

As part of Digital Citizenship training, student password requirements will be as follows:

- Grades JK-6 – Passwords will be established and managed by the District.
- Grades 7-8 – Passwords can be created by students with District support
- Grades 9-12 – Passwords are required to be changed by students annually

STUDENT IMAGES AND PRODUCTS FOR EDUCATIONAL USE

Campbell County School District through the use of technology provides students with enriching and innovative opportunities. As the audience we communicate with expands, students may have the opportunity to have their photograph, video, recording, and/or student digital projects shared or published on websites and other media, or 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, email addresses, or phone numbers are never published.

ADOPTION DATE: May 11, 2021

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, 7200, and all sections under 7200-R.

ADMINISTRATIVE REGULATION: 7100-R, Technology Sections 1 and 2

ADMINISTRATIVE FORMS: 7100 Form, Student Technology Acceptable Use Agreement, and 7100 Form, Staff Technology Acceptable Use Agreement