

ACCEPTABLE TECHNOLOGY USAGE AGREEMENT

MISSION:

Inspiring students for lifelong success through character, citizenship and scholarship.

AGREEMENT STATEMENT:

Cullman City Schools' technology environment provides relevant technological means as a resource for improving student achievement, student engagement, collaboration, and communication.

INTRODUCTION:

It is the practice of the Board of Education to supply equitable, quality, instructional resources. The Board offers students and appropriate personnel access to a variety of technological resources including, but not limited to, technology hardware, software, and online resources. Technology use provided by the Board must be in accordance with the vision, missions, and goals of the Board and must be legal, ethical, and safe.

To facilitate the operations and governance of the Acceptable Technology Usage Agreement, the Board shall employ a District Technology Coordinator. On local school campuses, a School Technology Assistant may be employed on a stipend basis to troubleshoot technology concerns and communicate those concerns to the District Technology Coordinator.

I. Internet Access and Responsible Use:

The Board provides online access to quality resources that can expand and differentiate learning experiences. The Board grants these resources with the understanding that all faculty, staff, and students will access and use information that is appropriate and beneficial to his/her various school-related curricular or extracurricular activities or duties. Prior to commencing student use, teachers will make reasonable attempts to screen the information and resources deemed necessary for instruction. The Board reserves the right to monitor and/or log Internet usage. Use is a privilege, not a right.

- a. It is the position of the Board that the use of technology is a valuable tool in the learning environment. Approved users with access to the Internet will be expected to conduct themselves in a considerate and responsible manner. Parents wishing to restrict their child's access to the Internet should annually submit the request in writing to the child's principal. While Cullman City Schools' (hereinafter referred to periodically as "CCS") faculty and staff will make every reasonable attempt to honor a parent's request, it is ultimately the responsibility of the parent to ensure that the child does not violate the request.
- b. The Board agrees to provide tiered network access to include: a network designed for the technology department (used for access to all servers and necessary network resources), a network designed for all faculty and staff (used for limited server access and less restrictive internet access), a network designed for students (used only for filtered internet access), and a guest network (designed to allow devices not

owned by Cullman City Schools to have instructional access to the internet). Network speed on any tier will be at or will exceed levels recommended by the Consortium of School Networking (CoSN) minimums for Transformed Teaching and Learning (Jan 2015 - 100 Kbps per user).

- c. The Board provides protective filtering measures to reduce the likelihood that students encounter information that is obscene, pornographic, or harmful to minors. Due to the changing nature of the Internet, these measures cannot be considered completely effective. Teachers must preview information and websites for students and should observe student use. Students should report any encounter with inappropriate content to a faculty member. Sites that are deemed inappropriate or disruptive to the learning environment should be reported to the District Technology Coordinator.
- d. Information accessed via the Internet reflects directly on Cullman City Schools; school rules and board policies apply to websites used/created for the purposes of education. By accessing the Internet via the district network, users are agreeing to engage in appropriate, responsible communications.
- e. CCS employees must comply with federal CIPA/COPPA laws when dealing with the personal information of any student. Personal information can be defined as images or likenesses, addresses, personal phone numbers, full names, social security numbers, grades, health, financial, etc. Full expectations are outlined in the Data Governance Policy.
- f. Users should only use devices, files, software, accounts and/or logins assigned to or provided for him/her.
- g. Hate mail, harassment, obscene or inflammatory material, disrespectful behavior, and/or activities deemed disruptive to the learning environment is strictly prohibited.
- h. Gambling, non-instructional purchasing, non-educational game activities and the use of social media for purposes other than promotion and information directly related to CCS curricular/extracurricular activities is prohibited.
- i. The Board recommends those using social media to communicate school-related messages utilize accounts that separate professional use from personal use. Private, personal communication with a student is disallowed for CCS employees.
- j. Non-instructional streaming of information (music, videos, games, etc.) is prohibited for students. Video transmission for the purposes of extracurricular enhancement must be done during non-instructional times (lunch, planning, outside of school hours). Excessive use of streaming tools for extracurricular purposes during the instructional day may result in restriction of access.
- k. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- l. Care should be taken to protect devices issued/loaned to faculty/students. Accidents or damage should reported promptly so that instruction is not hindered by a lack of devices. Intentional damage will result in consequences listed in this agreement.

- m. Any user deemed a threat to the network (i.e., spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure) will be immediately removed from network access, pending an investigation.

II. Electronic Correspondence:

The Board provides access to electronic mail and communication for the express purposes of completion of duties assigned under employee job descriptions. Access is intended to support educational, instructional, extracurricular, and/or administrative activity.

- a. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via email. All contents of email are the property of the Board and are thereby subject to review by the Board, if necessary.
- b. Email shall not be used for personal gain. Users are responsible for ensuring email accounts are used only for the purposes of educational growth and collaboration.
- c. Users are responsible for ensuring all sent/received emails do not contain pornographic material, inappropriate information, or files that are potentially dangerous to the integrity of the network.
- d. Mail originating from a CCS email address should be professional in nature.
- e. Use of group emailing should be limited.
- f. CCS electronic correspondence may not be used for the purposes of profit (fundraisers that directly affect CCS and/or its programs are permissible).
- g. Students may be provided email accounts for instructional purposes and access to tools for document creation/storage. Users under the age of 13 will require parental permission for use.
- h. Private, personal communication with a student is disallowed for CCS employees.
- i. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but CCS cannot ensure that such security will not be penetrated or breached, and cannot assume any liability arising out of any such penetration or breach of security.

III. Digital Citizenship:

It is the intent of the Board to develop and support a community of users that uphold in the digital environment the character and citizenship known of Cullman Bearcats.

- a. All software used on CCS property must be properly licensed.
- b. The District Technology Coordinator must approve any software installed on CCS network and classroom issued devices.
- c. The District Technology Coordinator is responsible for maintaining site license agreements and distributing copies of the agreements to the school administration using the software.

- d. Illegal, unauthorized, or unlicensed copies of software must not be used on school system equipment.
- e. Students and teachers will be expected to abide by all copyright laws in regard to content created/compiled for educational purposes.
- f. The CCS Network and/or devices will not be used to publish personal data in any form. Defaming, shaming, and/or derogatory comments about another will not be tolerated.
- g. Students may be asked to create web accounts for classroom projects. Children under 13 may require parental permission to create accounts. Students will be expected to abide by the usage agreements of the specific tool being used and will be expected to use the resource for educational purposes in accordance with the instruction provided by CCS faculty.

IV. Miscellaneous:

- a. Purchasing/disposal of any item requiring connection to or removal from CCS network should be coordinated through the CCS technology department. This will ensure that purchases/disposals are ethical, in accordance with bid processes, and that devices are compatible with the CCS network.
- b. CCS technology staff can only troubleshoot or repair devices purchased with CCS funds. Personal devices and/or devices purchased without approval of CCS technology department will not be supported.
- c. All network passwords are to be kept by the District Technology Coordinator. Any knowledge or use of network passwords apart from the consent of the District Technology Coordinator is strictly prohibited. Any awareness of such actions should be reported to the Technology Coordinator or School Administrator immediately.
- d. Teachers reserve the right, in conjunction with building administrators, to determine what technology is allowable in their classrooms for educational purposes (including cell phones, mp3 players, still cameras, video cameras, etc.).
- e. Any personal devices accessing the CCS network (including access to the Internet) are subject to the tenants of this agreement.
- f. The Board, Superintendent, District Technology Coordinator, and school administration reserve the right to define inappropriate and/or disruptive behavior and to determine disciplinary action appropriate to any violation of the acceptable usage agreement.
- g. The District network may not be used by any individual or group for the purposes of profit.

V. Consequences of Violations:

The consequences below relate to use of technology hardware, software, and resources within the Cullman City School District. Violations of the usage agreement may result in additional disciplinary or legal action in accordance with the District's Board Policy.

- Suspension of network privileges and/or Internet access
- Installation/Modification of system restore software (i.e., Deep Freeze)
- Revocation/Modification of network privileges and/or Internet access (user may be moved to a more restricted access environment)
- Suspension of computer access
- Monetary charges
- Other disciplinary action (as outlined by school discipline policies)
- Expulsion/Dismissal
- Notification of law enforcement for civil or criminal violations

SOURCE: Cullman City Board of Education, Cullman, AL

ADOPTED: 2000; REVISED Jan. 27, 2003; Dec. 14, 2010; Apr. 23, 2015

LEGAL REF: The Code of Alabama, 16-11-9, 16-21-1 to 3