

JACKSON PUBLIC SCHOOL DISTRICT
BOARD POLICY JIAA:
ACCEPTABLE USE AND INTERNET SAFETY POLICY

I. PURPOSE

With the spread of telecommunications throughout society, including the educational environment, the Board recognizes that students and employees will shift the way they access and transmit information, share ideas, and communicate with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Board expects all users of the district's computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately.

II. DEFINITIONS

A. Child Pornography

The term "child pornography" has the meaning given such term in section 2256 of title 18, United States Code.

B. Harmful to Minors

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Minor

The term "minor" means an individual who has not attained the age of 17.

D. Obscene

The term "obscene" has the meaning given such term in section 1460 of title 18, United States Code.

E. Sexual Act; Sexual Contact

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

F. Directory Information

The term “directory information” is defined by the Family Educational Rights and Privacy Act Regulations (20 USC § 1232g; 34 CFR Part 99), as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

III. ACCEPTABLE USE

A. Acceptable Uses of Network

The Jackson Public School District is providing access to its computer networks and the Internet *only* for educational purposes or to carry out the legitimate business of the school district.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are, but are not limited to, the following:

1. Uses that violate the law or encourage others to violate the law
Examples include: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the district’s Student Code of Conduct; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials
2. Uses that cause harm to others or damage to their property
Examples include: engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems
3. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet
Examples include: disclosing or sharing your password with others; impersonating another user
4. Uses that are commercial or political in nature
Examples include: using the network for personal financial gain or profit.

Uses that cause harm to the district's computer, network, or equipment
Examples include: installing software programs, instant messaging programs, altering system settings, or otherwise reconfiguring computers without approval of the appropriate personnel

5. Uses that are inconsistent with the purpose of the network and Internet
Examples include: using Internet games, chat rooms, and instant messaging not specifically assigned by a teacher or administrator; downloading music or video files or any other files that are not directly related to a school assignment

C. Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite.
Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users.
Don't use, make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or sexual in nature, or inappropriate for the workplace.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.
4. Be considerate when sending attachments with e-mail (where permitted). Be sure the file is not too large to be accommodated by the recipient's system and is in a format the recipient can open.

IV. INTERNET SAFETY

A. General Warning

All users, and the parents/guardians of minor users, are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

B. Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without

first obtaining the permission of a supervising teacher. If you are a minor, do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. Hacking and Other Illegal Activities

It is a violation of this policy to use the district’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning minor students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or for non-minors, without the person’s consent. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers.

The schools or district may authorize the release of directory information, as defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes, approved educational projects, activities, and publications. As stipulated by FERPA, parents will be offered the opportunity to deny publication of directory information. Parents also will be given the opportunity to deny publication of non-directory information such as student work.

E. Active Restriction Measures

The Jackson Public School District will utilize filtering software or other technologies to attempt to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The district will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet access without filters will be offered to employees at specific locations, e.g., Teacher Resource Center, for purposes of bona fide research or other educational projects.

V. E-MAIL

All network users assigned an e-mail account signify by their acceptance of the account their willingness to adhere to this policy regarding acceptable use. Failure to adhere to these guidelines may result in the loss of the electronic mail account and access to the Internet and may lead to further disciplinary action up to and including termination. Furthermore, any activity

that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

VI. STUDENT LAPTOP USAGE

JPSD may provide users with laptops or other devices to promote learning outside of the classroom. The district may also provide employees with laptops or other devices for use in their employment with the district. Users, including employees, should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to the information technology (IT) staff. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of school issued laptops off the school network can be monitored.

VII. PLAIGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

VIII. PERSONAL SAFETY AND CYBERBULLYING

Student users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

IX.PRIVACY

Network and Internet access is provided as a tool for education and in employment. The Jackson Public School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no user shall have any expectation of privacy regarding such materials.

IX. FAILURE TO FOLLOW POLICY

The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities. The network administrators will close an account when necessary. An administrator or faculty member may request the network administrator to deny, revoke, or suspend specific user access and/or user accounts.

X. WARRANTIES/INDEMNIFICATION

The Jackson Public School District's web site, or individual Jackson Public Schools' sites might link, or connect, to another site that might link to a site that contains objectionable material that the school district does not embrace or promote. While the district will attempt to prevent connections that are objectionable, the links are not under the district's control. Therefore, the district will not be responsible for the contents of a linked site. The links are provided only as a convenience and the district does not endorse or imply endorsement of the linked site.

The Jackson Public School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the Jackson Public School District's Acceptable Use and Internet Safety Contract, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the school, the Jackson Public School District, and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the district in the event of the district's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that Jackson Public Schools' network access is on a district computer or on another computer outside the district's network.

The superintendent or the superintendent's designee has the authority to amend or revise the Acceptable Use and Internet Safety Contract as deemed necessary and appropriate consistent with this policy.

XI. EXAMPLES OF RESPONSIBLE USE

- Use school technologies for school--related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

XII. LIMITATIONS OF LIABILITY

JPSD will not be responsible for damage or harm to persons, files, data, or hardware.

While JPSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

JPSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Staff, students and parents/guardians shall be required to sign Jackson Public Schools' Acceptable Use Policy annually before Internet or network access shall be allowed.

SOURCE: JACKSON PUBLIC SCHOOL DISTRICT, JACKSON, MISSISSIPPI

LEGAL REF.: 47 USC §254; 18 USC 1460; 20 USC 1232

DATE: AUGUST 19, 2002

REVISED: OCTOBER 21, 2014

Acceptable Use and Internet Safety Contract

User Name _____ Date _____

School/Location _____ Grade _____

Home Address _____ Home Phone _____

I certify that I have read the district's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to the appropriate network administrator. In consideration for the privilege of using the district's computers, network, and Internet access, I hereby release and hold harmless the district and its employees, from any and all claims and damages of any nature arising from my use, or inability to use, the district's computers, network, or Internet access.

User Signature _____

Parent or Guardian Agreement

(For students under age 18)

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Jackson Public School District's Acceptable Use and Internet Safety Policy for the student's access to the Jackson Public School District's computer network and the Internet. I understand that access is being provided to the student for educational purposes only. Although the district will utilize filtering software or other technologies to prevent students from accessing unacceptable content through the network or Internet, I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this contract and agree to indemnify and hold harmless the school, the Jackson Public School District, the administrators, and teachers against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the district's policy.

I hereby give permission for my child or ward to use the approved account to access the computer network and the Internet.

Parent/Guardian Name _____ Date _____

Address _____ Home Phone _____

Parent or Guardian Signature _____