

**ACCEPTABLE USE OF INFORMATION SYSTEMS
AND EDUCATIONAL TECHNOLOGY RESOURCES**

Craven County Schools believes that the proper use of technology supports educational development of students and professional growth of employees. To this end the use of hardware, software, and the Internet shall be consistent with educational goals and the appropriate acceptable use regulations. Craven County Schools recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students and employees through these technology resources, and believes that comprehensive guidelines in the form of administrative regulations are warranted in order to serve the educational needs of the district and prevent the inappropriate use or abuse of these technology resources.

- a. The superintendent shall provide regulations implementing this policy.
- b. Users shall comply with this policy and the regulations.
- c. Employees must sign an agreement annually before being granted access to the technology resources, and to verify that they understand and will comply with the provisions of this policy and the accompanying regulations.
- d. The Craven County Schools, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use.
- e. Use of technology resources is a privilege, not a right. Users violating any Craven County Schools policy or regulations shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- f. In the event there is an allegation that a user has violated this policy or the accompanying regulations, the user will be provided with an opportunity to present an explanation before the appropriate authority, according to the disciplinary guidelines of the Craven County Schools.
- g. Craven County Schools makes no warranties of any kind, either express or implied, that the functions or the services provided by the technology resources will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District specifically denies any

- responsibility for the accuracy or quality of the information obtained through or stored on the technology resources. Further, use of any information obtained via the technology resources is at the user's own risk.
- h. Craven County Schools will not be responsible for financial obligations arising through the unauthorized use of the technology resources. Specifically, users may not use the technology resources for personal commercial purposes, which are defined for the purposes of this policy as offering or selling goods or services or purchasing goods or services for payment or other consideration. District procurement policies must be followed for the purchase of goods or services for the District.
 - i. Craven County Schools' policies on copyright will govern the use of material accessed through technology resources.
 - j. Teachers will assist their students in developing the skills to use the technology resources effectively and in a manner that is in conformance with all District policies and regulations.
 - k. The Superintendent is authorized to adopt, amend and revise regulations consistent with this policy for the use of technology resources, as the superintendent deems necessary and appropriate from time to time.

Legal Reference: NC Gen. Stat. 115C-47 (18)

Adopted by Craven County on December 16, 1999. Revised June 13, 2005.

**ACCEPTABLE USE OF INFORMATION SYSTEMS
AND EDUCATIONAL TECHNOLOGY RESOURCES FOR STUDENTS**

The Craven County School District is now offering Internet access (not an account) for student use. This Internet access has been established for a limited educational purpose to include classroom activities, career development and approved curriculum activities. The network has not been established as a public access or public forum and the Craven County School System and this school have the right: to place reasonable restrictions on the material the student accesses, to determine the training the student needs to have before the student is allowed to use the system, and to enforce all rules set forth in the school policies and the laws of the state of North Carolina. Further, the student may not use this network for commercial purposes to offer, provide, or purchase products or services through the network or use the network for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee and the student's parents.

The following uses of this network are unacceptable:

1. **PERSONAL SAFETY**

- a. The student will not post contact information (e.g., address, phone number) about the student or any other person.
- b. The student will not agree to meet with someone the student has met online without approval of the student's parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.

2. **ILLEGAL ACTIVITIES**

- a. The student will not attempt to gain unauthorized access to this or any other computer network or go beyond the student's authorized access by entering another person's account number or accessing another person's files. This is considered a felony!
- b. The student will not deliberately attempt to disrupt the computer network or destroy data by spreading computer viruses or any other means.

- c. The student will not use the network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. The student may be provided with an individual email account under special circumstances for classroom related educational activities, at the request of a sponsoring teacher and with the approval of parents. E-mail of any form (Hot Mail-Yahoo Mail-Chat rooms-Net news groups) not provided by Craven County Schools is prohibited. To request a student email account, the sponsoring teacher must send a Student Email Account Agreement, signed by the student, parent and sponsoring teacher to the email administrator. The sponsoring teacher must state why the account is needed and describe how it will be used for educational purposes. If approved by the email administrator, the student will be provided with an account. The number of student email accounts is limited by District resources and licensing agreements.
- e. All Student Email Account Agreements must be renewed on a regular basis. Parents can withdraw their approval at any time. Student email accounts will expire when no longer needed for classroom activities or at the end of the school year unless special arrangements are made with the student, parent, sponsoring teacher and email administrator.

3. NETWORK SECURITY

- a. An Internet User Record will be maintained at each computer. All students must complete the form before using the computer.
- b. The student will immediately notify a teacher or the system administrator if the student has identified a possible security problem. Do not look for security problems: this may be construed as an illegal attempt to gain access to unauthorized areas of the network.
- c. Electronic footprints are imprinted on the network whenever an action is performed. Therefore, the student will be caught if the student breaks the rules.

4. INAPPROPRIATE LANGUAGE

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, the student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. The student will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. The student will not harass another person by a persistent action that distresses or annoys another person and the student must stop if asked to do so.

5. RESPECT for PRIVACY

The student will not post private information about the student or another person.

6. RESPECTING RESOURCE LIMITS

The student will use the network only for approved educational and career development activities.

7. PLAGIARISM and COPYRIGHT INFRINGEMENT

- a. The student will not plagiarize words that the student finds on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

- b. The student will respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of the work the student should follow the expressed requirements. If the student is unsure whether or not the student can use a work, the student should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher or the Media Coordinator.

8. INAPPROPRIATE ACCESS to MATERIAL

- a. The student will not use the Craven County School District network to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made if the purpose of the access is to conduct research with written approval by both teacher and parent.
- b. No downloading of any files unless the student has written prior approval from authorized personnel (principal's designee).
- c. If the student mistakenly accesses inappropriate information, the student should immediately tell the teacher or district employee or other person designated by the school. This will protect the student against a claim of intentional violations of this policy.
- d. The student's parent(s)/guardian(s) should instruct the student if there are additional materials they think would be inappropriate for the student to access. The district fully expects that the student will follow the student parent's/guardian's instruction to this matter.

9. THE STUDENT RIGHTS

- a. Free Speech. The student's right to free speech applies also to the student's communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict the student's right to free speech for valid educational reasons. The district will not restrict the student's right to free speech on the basis of its disagreement with the opinions the student expresses.
- b. Search and Seizure. The student should expect no privacy of the content of the student's personal files on the district network. Routine maintenance and monitoring of the network may lead to discovery that the student has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that the student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
- c. Due Process. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Craven County School District network. In the event of a claim that the student has violated this policy or the law in the student's use of the Craven County School District network, the student will be given written notice of suspected violations and an opportunity to present an explanation according to the district policies and/or the state and federal law. Additional restrictions may be placed on the student's Internet access.

10. NO GUARANTEES

The district makes no guarantee that the functions or the services provided by or through the district network will be error free or without defect. The district will not be responsible for any damage the student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the network.

CRAVEN COUNTY INTERNET USE AGREEMENT FOR STUDENTS

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The following uses of this network are unacceptable:

1. PERSONAL SAFETY

- a. You will not post contact information (e.g., address, phone number) about you or any other person.
- b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

2. ILLEGAL ACTIVITIES

- a. You will not attempt to gain unauthorized access to this or any other computer network or go beyond your authorized access by entering another person's account number or accessing another person's files. This is considered a felony!
- b. You will not deliberately attempt to disrupt the computer network or destroy data by spreading computer viruses or any other means.
- c. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. You may be provided with an individual email account under special circumstances for classroom related educational activities, at the request of a sponsoring teacher and with the approval of your parents. E-mail of any form (Hot Mail-Yahoo Mail-Chat rooms-Net news groups) not provided by Craven County Schools is prohibited. To request a student email account, the sponsoring teacher must send a Student Email

Account Agreement, signed by the student, parent and sponsoring teacher to the email administrator. The sponsoring teacher must state why the account is needed and describe how it will be used for educational purposes. If approved by the email administrator, you will be provided with an account. The number of student email accounts is limited by District resources and licensing agreements.

- e. Your Email Account Agreement must be renewed on a regular basis. Parents can withdraw their approval at any time. Your email account will expire when no longer needed for classroom activities or at the end of the school year unless special arrangements are made with you, your parent(s), sponsoring teacher and the email administrator.

3. NETWORK SECURITY

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- c. If you mistakenly access inappropriate information, you should immediately tell the teacher or district employee or other person designated by the school. This will protect you against a claim of intentional violations of this policy.
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