

Williamson County Board of Education Procedures and Guidelines

Effective Date:

6/21/10; 8/15/11;
6/18/12; 5/20/13;
4/21/14; 11/17/14;
4/20/15; 2/15/16

4.406p

ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

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PURPOSE

The purpose of this agreement is to assure that users recognize the procedures the district and school impose on their use of Internet, electronic media resources, student use of personal devices and release of student information.

THE CONTRACT

WCS has outlined the following guidelines as required for student technology users. As required by federal law, the district has taken measures designed to protect students from obscene information and restrict access to materials that are harmful to minors. Failure to follow all or part of these guidelines, or any action that may expose WCS to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, and/or criminal prosecution.

1. Student Compliance

All students must comply with the Williamson County Board of Education policy 4.406, Acceptable Use, Media Release, Internet Safety Guidelines and the WCS Computer Guidelines.

Students who wish to have their photographs, names, or work posted on the WCS website or other publications and media must first provide consent to the Acceptable Use and Internet Safety Agreement during registration. Students shall report to school personnel any personal electronically transmitted attacks in any form made by others over the Internet or local network.

2. Internet Safety

Internet safety is a shared responsibility between the student, the parent and the school.

- a. All students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.
- b. Digital Citizenship outreach programs to families and the community will be conducted annually in the first semester of the school year. This agreement includes the use of an associated parent Internet safety awareness video. Schools will use existing avenues of communication to further inform parents about Internet safety.
- c. The district Internet safety policy is reviewed annually.

3. Student Participation in Bring Your Own Technology (BYOT) Program

To enhance learning, students in grades 3 - 12 may bring their own technology to campuses. Students and families should reference the BYOT Handbook for specific guidelines.

- **Personal Devices**
For purposes of BYOT, "Technology" means personally owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the WCS guest network. All Internet access shall occur using the WCS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.
- **Security and Damages**
Responsibility to keep privately owned devices secure rests with the individual owner. WCS, its employees and agents, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the school administrative office in the same manner as other personal items that are impacted in similar situations.

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- **Student Agreement**
The use of personal technology to provide educational material is not a necessity but a privilege. A student does not have the right to use a mobile device while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.
- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device may not be used to record, transmit or post photographic images, audio or video of a person, or persons on campus during school activities including district provided transportation and/or hours unless assigned by the teacher as allowed by the WCS Acceptable Use and Internet Safety Agreement.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's directions regarding use of the device.

Students acknowledge and agree that:

- The district's network filters are applied to the WCS guest network Internet access and shall not be circumvented. WCS guest network access is the only Internet access allowed for students. Parents/guardians choosing to send mobile devices to school capable of accessing the Internet through alternatives to WIFI should make certain their students understand how to turn off the access and reaffirm with the student the alternative access cannot be used during the school day or for school activities.
- With reasonable suspicion of a violation of a school rule, the law, or these acceptable use procedures, the school district may collect and examine any device at any time for the purpose of investigating the suspected violation.
- Personal technology must be charged prior to bringing a device to school, and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.

Parents/guardians acknowledge and agree that:

- Digital citizenship is a shared responsibility between home and school. The district filters Internet content to protect students against inappropriate material. District measures to protect students from obscene information and restrict access to materials that are harmful to minors do not extend outside the school. Parents are encouraged to monitor BYOT devices outside the school setting and engage in conversation with their student(s) regarding safe and appropriate use of BYOT devices.
- Parents are encouraged to utilize apps, websites and services available from their personal providers to protect minors from inappropriate content when devices are used outside the school setting.

4. Social Media

Williamson County Schools recognizes the importance of online social media networks as communications and eLearning tools. Toward that end, the district provides internal password-protected social media tools and allows use of district approved resources for eLearning focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to WCS.

For external social media approved for district use, additional parent/guardian permission will be requested outside of this agreement. Two examples of social media that are approved for use but require additional parent permission are TWITTER and teacher-to-student texting. Video content created by students and staff is hosted on an educational channel under the supervision of district staff.

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WCS students are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications posted on social media sites. Students should recognize they are creating a digital footprint that could remain with them beyond their K-12 school experience with potentially permanent and irreversible results.

- Students participating in any internal social media site are not permitted to post photographs of other students or WCS employees that are taken at school without permission from a teacher or administrator.
- Students should always protect their privacy and the privacy of others. Students should not give out any personal information online.
- Students should not utilize personal social media accounts or unapproved social media sites during the school day.
- Personal social media use, including use outside the school day, has the potential to result in disruption in the classroom. Students may be subject to consequences for non-educational use of social media during the school day. Students may also be subject to consequences for any use of internal or external social media that materially disrupts or that poses a reasonably foreseeable risk of materially disrupting the work and discipline of the school or classroom.

5. Security

Only users with valid WCS network accounts are authorized to use the WCS network and computer equipment. Employees and students must only use their assigned network account. Employees and students are prohibited from giving anyone their password account information other than to authorized personnel. Students may not allow another user access to use a computer while logged in.

No alternative network shall be created or used by any staff or student unless approved by the IT Department. "Alternative network" is defined as any wired or wireless network or sub-network located on or accessible from any WCS property that is not part of the primary network managed by the IT Department. All network equipment must be installed and/or approved by IT Department staff.

For the protection and security of WCS data, all computers attached to the WCS network must be the property of WCS. A computer that is not property of WCS may not be attached to the network without first receiving approval from IT Department management.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". Such unauthorized access is a violation of Tennessee and federal law. Should a student discover passwords or any other measure used to obtain unauthorized access, they must report it that discovery to Administrative personnel.

No user shall attempt to hide files or folders stored on a network server or local workstation unless approved by the IT Department administrative staff.

All student accounts may be monitored to protect the rights and property of WCS and to ensure quality of service, and may be searched upon the reasonable suspicion of a violation of law, violation of school rules, or breach of this agreement.

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WCS has implemented methods to ensure that online service providers that are approved for use can access only student records in which they have a legitimate educational interest. The service providers are under the direct control of the district with regard to the use and maintenance of the records, and the provider must use FERPA-protected information only for the purposes for which the disclosure was made. Disclosure to other parties without authorization is prohibited.

6. Workstation/Computer Use

All employees and students are prohibited from installing any software on any district-owned computer unless authorized by the IT Department. All students are prohibited from using any WCS computer for illegal, obscene, pornographic, personal profit or commercial activity.

Changing or tampering with any computer's system configuration is strictly prohibited.

Any attempt to bypass the internet content filtering by use of a proxy or other means is strictly prohibited unless authorized by the IT Department. Content is filtered for all users accessing the Internet through the WCS network.

7. Viruses and Virus Protection

WCS will install and maintain all virus protection and related software for all district-owned equipment. It is the responsibility of the student to maintain virus and malware protection on any BYOT device.

The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Contact the IT Department immediately to report a computer that may contain a virus or malware.

There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to make sure the virus is valid and not a hoax.

No student is allowed remote access to any WCS network resource.

8. Copyright Policy

All students will comply with all applicable copyright laws in the use of all media and materials.

9. Email

Students will be issued an e-mail account for the purpose of completing school work. Accounts may include access to chat and message boards that are within the educational system and are internal to WCS. Student e-mail accounts may be monitored to protect the rights and property of WCS, for non-investigatory purposes and to ensure quality of service (e.g. network auditing, virus and malware protection, network performance evaluation, etc.), and may be searched upon reasonable suspicion of a violation of law, violation of school rules, or breach of this agreement. The provided email account is the only student email that may be used for communication by students for instructional purposes. Students must use appropriate language in all communications. The use of profanity, obscenity and offensive or inflammatory language is strictly prohibited and will result in disciplinary action. Instruction on safe and appropriate use will be provided.

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10. Electronic Communication

All communication conducted electronically between a WCS employee and a student shall be for the purpose of official business of WCS. WCS employees may initiate texts to students only with the permission of the parent/guardian upon approval of the school principal. Text messages should be generated by the teacher from a WCS email account. WCS employees must complete WCS training before using TWITTER to communicate with students.

Email communication from a WCS employee to a student shall only be through the teacher's WCS email account and the WCS student email account.

ACCEPTANCE OF TERMS AND CONDITIONS:

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.

If you are under the age of 18, a parent or guardian must also read and sign this contract.

I understand that should I fail to honor all the terms of this contract, future Internet and other electronic media accessibility may be denied, including loss of the privilege of bringing an electronic device to school, and the school administration will consider it a major disciplinary offense.

Student Name (Please Print)

Student Signature	Date
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I have read this contract and understand that the school wishes to expand the availability of information to students and at the same time attempt to assure the appropriateness of this information as it relates to the goals of the school. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet and other technology resources under the conditions set forth above.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature	Date
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The following document is the
Williamson County Board of Education
Procedures & Guidelines 4.406p
ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT
For the 2017-2018 School Year

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PURPOSE

In compliance with Board Policy 4.406 and federal law, the purpose of this agreement is to inform students and families of the district's procedures related to student Internet and electronic media use.

The district has taken measures to protect students from obscene information and restrict access to materials that are harmful to minors. Failure to follow all or part of these guidelines or any action taken that may expose WCS to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromised user safety is prohibited and may result in disciplinary action up to and including criminal prosecution.

WCS has implemented methods to limit approved online service providers to access only student records in which they have a legitimate educational interest. The service providers are under the direct control of the district with regard to the use and maintenance of the records, and the provider must use FERPA-protected information only for the purposes for which the disclosure was made. Disclosure to other parties without authorization is prohibited.

1. Media Release

Parents who wish to have their student names, images, or work posted to the WCS website or any other district or external publications, social media, or other media must first consent to the Acceptable Use and Internet Safety Agreement and WCS media release. Both documents must be signed and filed annually.

2. E-mail

Students shall be issued a WCS e-mail account for completing school work. These accounts may be used for participation in WCS internal chat and message boards. The WCS-provided e-mail account is the only e-mail students may use for instructional purposes. The use of profanity, obscenity or offensive language in any communication through WCS e-mail is prohibited and will result in disciplinary action.

The e-mail system is intended only for legitimate WCS-related communication, and any employee e-mail communications to a student shall originate from the WCS employee's WCS e-mail address and shall be directed to the student's WCS e-mail address.

3. Social Media and Other Electronic Communication

The district provides internal, password-protected social media tools and allows use of district-approved resources for eLearning. All video content created by students and staff shall be hosted on the district YouTube channel or TeacherTube.

All external social media tools and other electronic communication to be used for instruction must be vetted by the district prior to teacher or student use. Additional parent/guardian permission may be required prior to student use of such tools. Examples of these tools are employee-to-student texting and the use of Twitter for educational purposes.

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Students should recognize that by using social media, they are creating a digital footprint that will remain with them beyond their K-12 school experience.

- Students shall only use the WCS e-mail address for school-sanctioned social media activities.
- Students shall always protect their own privacy during online activities, taking care to not give out personally identifiable information in any online forum.
- Students shall not post photographs of fellow students or WCS employees taken at school without permission from a teacher or administrator.
- Students shall not use personal social media accounts or unapproved social media sites during school hours.
- Students may be subject to consequences for inappropriate use of internal, school-sanctioned social media that disrupts the work and discipline of the classroom.
- Personal social media use has the potential to result in disruption in the classroom and can violate district policy and/or local, state, or federal law. In this event, administration may have an obligation to take appropriate investigative and/or disciplinary action.

4. Student Use of Personal Devices

Students in grades 3-12 may bring personal portable devices to school for instructional use. The use of personal technology to enhance learning is not a necessity, but rather a privilege. When abused, this privilege may be taken away.

Any personal device used for instructional purposes must be able to access the Internet through the "WCS-Guest" network. All personal device internet access while at school must occur through the "WCS-Guest" network. Students are not permitted to use a cellular network adapter or other Wi-Fi networks to access the internet while at school.

Security and Damages

WCS, its employees and agents are not liable for personal devices stolen or damaged while at school, during school-sponsored activities, or on district transportation. Such instances will be handled through the school administrative office in a manner befitting any other stolen or damaged personal property.

Guidelines for Use

- Students may not use personal devices to record, transmit or post photographic images, audio or video of any person during school activities or on district transportation unless permission is obtained from an authorized WCS employee.
- Students may only use personal devices to access files or internet sites relevant to the classroom curriculum. Students must comply with a teacher's directions regarding use of personal devices.

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- The district's network filters are applied to the "WCS-Guest" network and shall not be circumvented. The district Internet filters are designed to protect students from obscene, pornographic and other material harmful or inappropriate to minors while at school. However, these protections do not extend to the personal device when it is used outside the school setting. Parents are encouraged to monitor student devices outside the school setting.
- Personal devices must run successfully on their own battery power without the aid of plugs while at school.
- With reasonable suspicion of a violation of a school rule, law or these acceptable use procedures, the school district may collect and examine any device at any time for the purpose of investigating the suspected violation.

5. Copyright Policy

Students shall comply with applicable copyright laws in the use of media and materials.

6. Internet Safety

- a. All K-12 students shall participate in Internet safety and citizenship instruction integrated into the district's instructional program.
- b. Family and community digital citizenship outreach programs shall be conducted annually in the first semester of the school year. Schools shall use existing avenues of communication to further inform parents about Internet safety and policy throughout the school year.

7. Network Security

The WCS network and computer equipment may only be accessed by users with valid WCS network accounts. Students shall only use their assigned network accounts when accessing the district network or when using machines or devices owned by WCS. Students shall not provide their network password or account information to any group or individual other than authorized district personnel. Students shall never allow another user access to a device while logged into their own network account.

No alternative network shall be created or used by students unless approved by the IT Department. "Alternative network" is defined as any wired or wireless network or sub-network located on or accessible from any WCS property that is not part of the primary network managed by the IT Department. All network equipment must be approved and installed by IT Department staff.

For the protection and security of WCS data, all devices accessing the WCS secured network, with the exception of the "WCS-Guest" network, must be the property of WCS.

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Use of software designed to gain passwords or digital access beyond the rights assigned to a user or device is prohibited. Use of such programs risks the security of the network and is a violation of Tennessee and federal law. If students discover passwords or any other measure used to obtain unauthorized access to the WCS network, data, or applications, they shall report the discovery to their teacher or school administrator.

No student shall hide or attempt to hide files or folders stored on a network server or local workstation unless such action is approved by the IT Department administrative staff.

All WCS accounts may be monitored and searched at any time by authorized district personnel to protect the rights and property of WCS and ensure quality of service. Accounts shall be searched upon the reasonable suspicion of a violation of law, Board or school policy, or breach of this agreement.

8. Workstation/Device Use

Students are prohibited from installing any software on district-owned devices without district authorization.

Student use of any WCS device for illegal, obscene, pornographic, commercial, political or religious activity or for personal profit is prohibited.

Changing or tampering with any WCS-owned device's system configuration is prohibited.

Any attempt to bypass the internet content filtering by use of a proxy or other means is prohibited unless such action is expressly authorized by the IT Department. Content is filtered for all users accessing the Internet through the WCS network.

9. Viruses and Virus Protection

WCS will install and maintain all virus protection and related software for district-owned equipment.

The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. Contact the IT Department immediately to report a device that may contain a virus or malware.

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If you are under the age of 18, a parent or guardian must also read and sign this contract.

My signature indicates my understanding and acceptance of the guidelines described in the Student Acceptable Use and Internet Safety Agreement. I understand that failure to comply with these guidelines may result in disciplinary action.

Student Name (Please Print)

Student Signature

Date

By signing below, I give permission for my son or daughter to access the Internet and other WCS technology resources under the conditions set forth above.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

Policy References:
Board Policy 4.406

Procedural References:
WCS Media Release
WCS Internet Safety Guidelines
WCS Computer Guidelines