

# 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;  
1/17/17

4.406p

ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT  
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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