

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Acceptable Use and Internet Safety Agreement</b>	Descriptor Code: <b>4.4061</b>	Issued Date: <b>02/18/19</b>
		Rescinds: <b>4.406p</b>	Issued: <b>01/18/18</b>

## 1 PURPOSE

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

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

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

### 14 1. Media Release

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

### 19 2. Email

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

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

### 1    **3. Social Media and Other Electronic Communication**

2    The district provides internal, password-protected social media tools and allows use of district  
3    approved resources for eLearning. All video content created by students and staff shall be hosted on  
4    the district YouTube channel or must seek approval from the Communications and Instructional  
5    Technology Departments.

6    All external social media tools and other electronic communication to be used for instruction must be  
7    vetted by the district prior to teacher or student use. The following are the acceptable forms of  
8    electronic communication between employees and students: email, employee to student texting, and  
9    the use of Twitter for educational purposes. Additional parent/guardian permission may be required  
10   prior to student use of such tools.

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

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

### 26   **4. Student Use of Personal Devices**

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

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

34   Security and Damages

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

#### 4 Guidelines for Use

- 5 • Students may not use personal devices to record, transmit or post photographic images, audio  
6 or video of any person during school activities or on district transportation unless permission is  
7 obtained from an authorized WCS employee.
- 8 • Students may only use personal devices to access files or internet sites relevant to the  
9 classroom curriculum. Students must comply with a teacher's directions regarding use of  
10 personal devices.
- 11 • The district's network filters are applied to the "WCS-Guest" network and shall not be  
12 circumvented. The district Internet filters are designed to protect students from obscene,  
13 pornographic and other material harmful or inappropriate to minors while at school. However,  
14 these protections do not extend to the personal device when it is used outside the school setting.  
15 Parents are encouraged to monitor student devices outside the school setting.
- 16 • Personal devices must run successfully on their own battery power without the aid of plugs  
17 while at school.
- 18 • With reasonable suspicion of a violation of a school rule, law or these acceptable use  
19 procedures, the school district may collect and examine any device at any time for the purpose  
20 of investigating the suspected violation.

#### 21 **5. Copyright Policy**

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

#### 23 **6. Internet Safety**

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

#### 29 **7. Network Security**

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

35 Alternative network shall be created or used by students unless approved by the IT Department.  
36 "Alternative network" is defined as any wired or wireless network or sub-network located on or  
37 accessible from any WCS property that is not part of the primary network managed by the IT  
38 Department. Virtual Private Network (VPN) mobile applications or Virtual Private Network (VPN)

1 software is not permitted unless approved or provided by the IT Department. All network equipment  
2 must be approved and installed by IT Department staff.

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

5 Use of software designed to gain passwords or digital access beyond the rights assigned to a user or  
6 device is prohibited. Use of such programs risks the security of the network and is a violation of  
7 Tennessee and federal law. If students discover passwords or any other measure used to obtain  
8 unauthorized access to the WCS network, data, or applications, they shall report the discovery to their  
9 teacher or school administrator.  
10

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

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

## 16 **8. Workstation/Computer Use**

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

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

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

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

## 25 **9. Viruses and Virus Protection**

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

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

30 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**

---

Cross References

Use of Electronic Mail (e-mail) 1.805  
 Student Access to Electronic Media 4.406  
 School and System Websites 4.407  
 Controversial Materials 4.801  
 Student Publications 6.704