**INTERNET ACCEPTABLE USE PROCEDURE**

See Board Policy (4.10 *Internet Safety and Use of Technology)*

Tarrant City Schools (TCS) provides network access and devices to students and staff in order to access required school resources and appropriate educational materials.

Tarrant is committed to ensuring that its website is accessible to people with disabilities. All the pages on our website will meet W3C WAI’S Web Content Accessibility Guidelines 2.0, Level AA conformance. Any issues should be reported to accessibility@tarrant.k12.al.us.

In order to continue to provide reliable access to the Tarrant computer network, TCS webpage, and the internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all others to enjoy such access. While the teachers and staff will make reasonable efforts to supervise student use of networks and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

The Internet Acceptable Use Policy and Acceptable Use Agreement of Tarrant City Schools follows in detail. After reviewing, signing, and returning this policy, each student will be given the opportunity to enjoy network and Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parent(s)/guardian(s) read and sign the policy. Tarrant City Schools cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if less than 18, does not return the policy as directed with the signatures of the student and parent(s) or guardian(s).

Listed below are the provisions regarding technology resources, computer network, and Internet use. If you have any questions about these provisions, please contact the school principal or the District Technology Coordinator. If any user violates this policy, the student’s access will be denied or withdrawn, and the student may be subject to additional disciplinary action or possible legal action.

**I. WEBSITE ACCESSIBILITY**

 With regard to the Tarrant City Schools website and any official Tarrant City Schools web presence which is developed by, maintained by, or offered through third party vendors and open sources, Tarrant City Schools is committed to compliance with the provisions of the American’s with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Tarrant City Schools programs, services, and activities delivered online.

**II. PERSONAL RESPONSIBILITY**

 By signing this policy, the student agrees not only to follow the rules in this policy but is agreeing to report any misuse of the network to a teacher or administrator. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

**III. TERM OF PERMITTED USE**

 A student who submits a properly signed policy to the school and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the current school year. Students will be asked to sign a new policy each year during which they are students in the Tarrant City School System.

**IV. ACCEPTABLE USES**

1. **Educational Purposes Only.** Tarrant City Schools provides access to its computer networks and the Internet for educational purposes only. If there is any doubt about whether an activity is educational, a teacher, a school administrator, or the District Technology Coordinator should be contacted to assist in the decision if the use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable, and which constitutes a violation of this policy include, but are not limited to the following:
	1. Uses that violate the law or encourage others to violate the law. Don’t send offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the Student Code of Conduct, view, transmit or download pornographic materials, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, assume that all materials are protected unless there is explicit permission on the materials to use them.
	2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies), use another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, or other form of programming or vandalism, participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
	3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, and do not impersonate another user.
	4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet using their TCS accounts and/or device.
	5. Uses that compromise private information about you or others, including credit card numbers and social security numbers.
	6. Uses that are intended to circumvent or disable any and all existing content filters or other blocking mechanisms.
	7. Intentional damage, destruction, marking, modification, or theft of Tarrant City Schools devices may result in loss of internet privileges, disciplinary action, and/or legal action. This includes, but is not limited to, peeling or removing Tarrant asset tracking barcodes, serial number stickers, writing on or engraving devices, applying non-authorized stickers, or modification of any device settings.
3. **Netiquette.**  All users must abide by rules of network etiquette, which include the following:
	1. Be polite and use appropriate language – no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
	2. Avoid language, which may be offensive to other users. Do not access, make, or distribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
	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. This should only be done with permission.
	4. Be considerate when sending attachments by e-mail. Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.

**V. INTERNET SAFETY**

1. **General Warning: Individual Responsibility of Parents and Users.** All users and their parent(s)/guardian(s) are advised that access to the Internet 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. Internet filtering software, actively monitors, filters, and blocks objectionable materials. However, if a student accidentally visits an offensive or harmful site, he/she should report it immediately to the teacher so the site can be added to the list of blocked materials. Failure to report such unintentional access may result in loss of internet privileges and/or disciplinary action.
2. **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. Never agree to meet a person you have only communicated with on the Internet. Avoid communicating with anyone that you do not know online.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’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. Such activities may result in loss of internet privileges, disciplinary action, and/or legal action.
4. **Confidentiality of Student Information.** Personally identifiable information (PII) concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/ guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. Staff will ensure the security of student PII by ensuring that devices used to access PII are password protected when not in use, and do not let any other users access the device.
5. **Active Restriction Measures.** The Tarrant City School System utilizes filtering software, services of a content filtering company, network firewalls, and other technologies to monitor student’s web traffic and prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, (3) harmful to minors, (4) indicate intention to inflict harm upon themselves or others, and (5) any other activity that Tarrant City Schools deems to be inappropriate. Online activities of students will be monitored, through direct observation and/or other technological means to ensure that students are not accessing material, which is inappropriate for 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.
1. **Appropriate Online Behavior**

The Tarrant City School System will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and to raise awareness of cyberbullying and the necessary response to it.

**VI. PRIVACY**

Network and Internet access is provided as an educational tool. The Tarrant City School System 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 school system, and no user shall have any expectation of privacy regarding such materials.

# VII. FAILURE TO FOLLOW POLICY

The use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school system may refuse to reinstate for the remainder of the student’s enrollment in the Tarrant City Schools. A user violates this policy by his/her own action or by failing to report any known violations. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Additional disciplinary action and possible legal action may be taken in such circumstances.

**VIII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either expressed 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 this Policy, users are 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 School District, and all of their administrators, teachers, and staff harmless from any and all losses, 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 school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet.

# IX. UPDATES

Users, and the user’s parents/guardians, will be asked annually to sign a new policy, which reflects developments in the law or technology. The new policy must be signed if the user wishes to continue to receive service.

**STUDENT PARTICIPATION**

The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e., during the first weeks of school, media center orientation, faculty meetings, etc.)

**ACCEPTABLE USE AGREEMENT**

Mission

We believe that all students should have the opportunity to develop technological skills that support learning, personal productivity, ethical and responsible behaviors, decision-making, and daily life. These skills will prepare students to be lifelong learners and make informed decisions about the role of technology in their lives.

Introduction

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Tarrant City Schools to provide all students and employees with the opportunities to access a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Tarrant City Schools.

It is the intention of the Tarrant City Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Tarrant City Schools will use the provided technology resources so as not to waste them, abuse them, nor interfere with or cause harm to other individuals, institutions, or companies.

* The administrators of each school will be responsible for establishing specific practices to enforce this policy.
* This policy will be prominently displayed in all rooms throughout the system that contains one or more computers.
* All Tarrant City Schools technology resources, regardless of purchase date, location, or fund are subject to this policy.
* Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding.
* Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Tarrant City Schools. Use of any and all technology resources is a privilege and not a right.

ACCESS:

* 1. The use of all Tarrant City Schools’ technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
	2. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
	3. Individuals may not attempt to login to the network using another person’s account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
	4. Individuals must take all reasonable precautions to prevent unauthorized access to accounts, data, and any other unauthorized usage within and outside the Tarrant City Schools.

5. Individuals identified as a security risk may be denied access.

6. Any use of technology resources that reduces the efficiency of use for others will be

considered a violation of this policy.

 7. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by any other means.

8. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restriction associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

9. The District Technology Coordinator and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, and/or suspend specific user accounts. Their decision will be final.

PRIVACY:

1. To maintain network integrity and to ensure that the network is being used responsibly, the District Technology Coordinator and school administrators or their designee reserve the right to review locally stored files, cloud stored files such as, but not limited to, Google Drive, and network communications sent, received, or stored on Tarrant City Schools devices and/or owned systems.
2. Users should not expect that files stored on the Tarrant City Schools’ network will always be private.
3. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
4. The Tarrant City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
5. Users should be aware that the technology staff routinely monitors and performs maintenance on fileservers, e-mail, workstation, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network, devices, and/or any owned systems.
6. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.
7. Data and servers are routinely backed up. However, all users are responsible for storage of any critical files and/or data.
8. Student records, media center collections, and accounting information should be backed up to a district owned file server. In order to access file servers, coordinate with the District Technology Coordinator.

COPYRIGHT:

1. Illegal copies of software may not be created or used on school equipment.
2. Any questions about copyright provisions should be directed to the District Technology Coordinator or school administrators.
3. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e., during lab orientation, media center orientation, faculty meeting, etc.).
4. Copyright is implied for all information (text, data, and graphics) published on the Internet; Web page authors will be held responsible for the contents of their pages. Do not “Borrow” icons or graphics from other pages without documented permission.
5. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then should occur only under supervision and/or direction of the Technology department.
6. All original copies of software programs, including those purchased with departmental or teacher instructional funds will be stored in a secure place. These disks should be available for technicians to use to repair computers.
7. For security and insurance purposes, the district and local school designee will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed in the office of the District Technology Coordinator.
8. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or loading the contents of one disk onto multiple computers is not allowed.
9. If more than one copy of the software is needed, a site license, lab pack, or network version must be purchased. The district and/or local school designee will be responsible for determining how many copies should be purchased.
10. Either the District Technology Coordinator and/or local school designee in each school is authorized to sign license agreements for a school within the system. System-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and be kept in the District Technology Coordinator’s office.
11. The district technology staff and/or local school designee is responsible for installation of all software in use on the local area network and/or individual workstations within Tarrant City Schools.
12. Users should not purchase software without consulting the District Technology Coordinator.

INTERNET:

1. The intent of the Tarrant City Schools is to provide access to resources available via the internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
2. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
3. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
4. Faculty, staff, and students, who will be offered the use of the Internet, will sign an Acceptable Use Agreement at the beginning of each school year or at the time of enrollment or employment. The agreement will state the rules and procedures for appropriate use of this technology resource and the consequences for its misuse. The Internet Acceptable Use Policy will be published each year in the system’s Parent/Student Handbook.
5. Students will gain access to the Internet by agreeing to conduct himself or herself in a considerate and responsible manner and by providing written permission from their parents.

ELECTRONIC MAIL:

1. The Tarrant City Schools provide access to electronic mail for employees and students.
2. Access to e-mail is for educational or instructional business.
3. Personal use of Tarrant City Schools e-mail is not permitted.
4. Electronic mail should reflect professional standards at all times.
5. Tarrant City Schools’ e-mail accounts may not be used for political or personal gain, attempting or successfully sending anonymous messages, or for sending mass e-mails.
6. Tarrant City Schools’ e-mail accounts may not be used for posting or forward other users’ personal communication without the author’s consent.

INTERNET FILTERING:

1. Internet access for all users is filtered, through one central point, by URL, IP address, and Keyword.
2. URLs and IP addresses may be added to or deleted from the filtered list by the Technology Department.
3. Faculty and staff members may request review of filtered sites.

WEB ACCESSIBILITY:

1. All existing web content produced by Tarrant City Schools, and new, updated and existing web content provided by third- party developers will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents. This regulation applies to all new updated, and existing web pages, as well as all web content produced or updated by Tarrant City Schools or provides by third-party developers.
2. All school officials are responsible for implementing this policy.
3. The Technology Coordinator and/or his/her designee will be responsible for reviewing and evaluating new material that is published by school staff or school webmasters and uploaded to the website for accessibility on a periodic basis.
4. Any non-conforming webpages will be corrected in a timely fashion.
5. Students, parents, or members of the public who wish to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any district web presence may do so directly to a district/school administrator or a district/school webmaster. They may also submit an online grievance form. When a school official receives such a complaint, they shall immediately inform the website compliance monitor.
6. Once the district receives an inaccessible content complaint, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.
7. All complaints will be kept on file at the district office.

WEB PUBLISHING:

1. The Tarrant City Schools’ website cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
2. The technology staff reserves the right to reject all or part of a proposed home page.
3. All posted work must be publishable quality with regard to spelling, usage, and mechanics.
4. All web page authors are responsible for the maintenance of their own pages.
5. All links should be checked regularly to make sure they are current and working.
6. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
7. Picture and other personal identifiable information should only be used on Tarrant City Schools web pages with permission in writing (see Press Release and Internet Use Permission Form) from the parent/guardian of the students involved. No full names should be used – only first name, last initial.
8. Student posting of personal information of any kind is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security numbers, etc.
9. Written consent will be required for the posting of any employee photographs.
10. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.
11. Anything posted on social media is public and is not protected speech-postings with disparaging remarks about students, staff, school, or programs can be subject to disciplinary actions.

PARENTAL PERMISSIONS:

1. Parental permission forms are attached to the Parent/Student Handbook. It is the responsibility of the school principal to make sure each parent and student signs this form.
2. It is the responsibility of the staff posting student information on the web to make sure the student’s Press Release Permission is signed.
3. It is the responsibility of the staff using the Internet with students to make sure the student’s Internet Use Permission is signed.

EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Tarrant City Schools’ network, e-mail system, or Internet. This list is not all-inclusive. Anything that would be considered inappropriate in “paper form” is also considered inappropriate in electronic form.

* Using another user’s password or attempting to find out what another user’s password is
* Sharing your own password
* Trespassing in another user’s files, folders, home directory, or work
* Downloading, installation, or copying software of any kind onto a workstation, or any network drive
* Harassing, insulting, or attacking others via technology resources
* Purposely marking, defacing, modifying settings, theft, or destruction of Tarrant City Schools assets, whether or not assigned to the user. This includes, but is not limited to chromebooks, laptops, desktops, printers, networking equipment, wireless access points, security cameras, interactive panels, projectors, etc.
* Violating copyright laws
* Sending, displaying, or downloading offensive messages or pictures
* Using obscene, profane, discriminatory, threatening, or inflammatory language
* Intentionally wasting limited resources such as disk space, printing capacity, and network bandwidth.
* Use of any Tarrant City Schools’ technology resources for personal gain, commercial or political purposes
* Posting any false or damaging information about other people, the school system, or other organizations
* Posting of any personal information about another person without his/her written consent
* Plagiarism of materials that are found on the Internet
* Broadcasting network messages and/or participating in sending/perpetuating chain letters
* Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
* Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)

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