

ACCEPTABLE USE POLICY

Carroll County School District (CCSD) has established a computer network (CCS-NET) and is pleased to offer Internet access for student use. This will allow users to have email accounts and will provide them access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

The Children's Internet Protection Act (CIPA) requires that school district use computer software that will protect against access to visual depictions that are obscene, constitute child pornography or could harm minors. CIPA also required every school district to develop an Internet Safety Plan that addresses access to inappropriate material, safety and security of students when using electronic communications, unauthorized access and other unlawful online activities, and unauthorized disclosure, use and dissemination of personal information regarding students. In addition, school districts are to provide the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms; as well as Cyberbullying awareness and response.

The Children's Online Privacy Protection Act of 1998 (COPPA) regulates the collection and use of personal information from and about children on the Internet. It further regulates the liability for any disclosure made in good faith and following reasonable procedures in responding to a request for disclosure of personal information to the parent of a child.

CCS-NET is in compliance with CIPA and COPPA. Users should understand that this Acceptable use Policy is a legal and binding document.

Personal Safety Guidelines

1. Users will not divulge personal information (last name, address, or phone number, etc) about themselves to anyone else.
2. **CCS-NET** will not disclose personal information about students on any websites.
3. Users will notify an administrator immediately of any inappropriate messages, attempts to initiate personal contacts, or any encounter with material that violates this Acceptable Use Policy.

Unacceptable and/or Illegal Uses

1. The **CCS-NET** may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The **CCS-NET** may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the **CCS-NET** for advertising or political lobbying is prohibited.
4. The **CCS-NET** may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person (cyberbullying), promoting violence, destruction of property, or violating copyright laws.
5. **CCS-NET** users may not use vulgar, derogatory, offensive, or obscene language. Users may not engage in personal attacks, harass another person, or post private or personal information about another person.

6. **CCS-NET** users may not log onto someone else's account or attempt to access another user's file. 'Hacking' or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. **CCS-NET** users may not access Websites, news groups or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he/she should immediately notify a teacher, librarian, and/or network administrator.

System Resource Limits

1. Network users must respect resource limits and must remain within the allotted disk space as determined by the class instructor and/or **CCS-NET** administrator.
2. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
3. Network users may not participate in chain letters or spamming.
4. Users of **CCS-NET** will immediately notify a staff member if inappropriate information is accessed.

User Rights

1. The computer network at **Carroll County School District (CCSD)** has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions and questions via email, message boards and other means. **CCS-NET** access to the Internet is filters as mandated by **CIPA** and **COPPA**.
2. Students will have access to the Internet via classrooms, labs, and library computers. Student access is limited to regular school hours unless permission is obtained from the teacher.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system periodically to ensure that the system is being used properly. For this reason, users should expect that emails, materials placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
5. **CCS-NET** users must keep their passwords private. Accounts and/or passwords may not be shared.
6. **CCSD** will cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the user's account.

Consequences for Failure to Follow Terms and Conditions of this AUP

Security

Security on any computer is a high priority. If a user identifies a security problem, CCSD personnel must be notified immediately. The problem is not to be demonstrated to other users. Any user identified as a security risk may be denied access to the **CCS-NET**.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes damage to the network, printer, computer, or computer components. Vandalism will result in cancellation of privileges and disciplinary action.

Privileges

Use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of user privileges, disciplinary action, and/or referral to legal authorities. The administrators will close an account when necessary. The system administrator may deny, revoke, or suspend specific user access and/or user accounts. Rights to appeal such denial, revocation, or suspension of user access are outlined in the student handbook. **CCSD** staff members are expected to abide by the acceptable use policy and inappropriate use of the Internet may result in disciplinary or legal action, including possible termination.

Adopted by Carroll County School Board of Education on at their regular open session on Thursday, May 10, 2012.

**CARROLL COUNTY SCHOOL- NET
ACCEPTABLE USE POLICY AGREEMENT FORM**

Signatures

Student: I have read the **CCS-NET** AUP and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Student: _____ Date _____
(Please print)

Student Signature: _____

Parent: I have read the **CCS-NET** AUP terms and conditions. I understand that this access is designed for educational purposes and that personnel of the **CCSD** will supervise students as they are utilizing the Internet and will discuss the terms and conditions for Internet usage with the students. However, I understand that **CCSD** is not responsible for the actions of individual users or the information they may access. I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent name _____ Date _____
(Please print)

Parent Signature _____

Staff Member: I have read the **CCS-NET** AUP and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Staff Member: _____ Date _____
(Please print)

Staff Member Signature _____

Parent or Community Member: I have read the **CCS-NET** AUP and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Parent or Community Member: _____ Date _____
(Please print)

Parent or Community Member Signature _____