

ACCEPTABLE USE OF VOICE, VIDEO AND DATA NETWORK Policy Code: 3225/7320

Chatham County Schools offers electronic network access for students, teachers, and staff within the school system. A component of the network is the Internet.

The purpose of having the electronic network is to support the instructional program – the North Carolina Standard Course of Study, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning.

Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources. In addition, they may have communications with individuals and groups around the world by having electronic pen pals, participating in projects with other schools, and joining educational newsgroups.

Users (and parents of users, if the user is under 18 years old) must understand that the Chatham County Schools system cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. The system does not condone the use of such materials and takes all reasonable precautions to limit access to these materials. The school system uses filtering and blocking technology, provides adult supervision, and trains students in responsible use of the service. The district may disable such filters for bona fide research or other lawful educational purpose. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Chatham County Schools and their school. Teachers will make reasonable efforts to supervise students' use of the Internet during instructional time.

A. Responsible Use

Network access is coordinated through a complex association of government agencies and regional, state and local networks. Responsible use of Chatham County Schools Network access relies on the understanding and proper conduct of end users who must adhere to strict guidelines. Procedures are provided below so that users are aware of their responsibilities in accessing the Chatham County Schools Network in compliance with ethical, legal, and educational guidelines. Chatham County Schools Network accounts will be terminated for users who violate any of these provisions and future access may be denied. These guidelines and conditions of use apply to all students, employees, contractors, board members, parents, guests, or anyone else with access to any technology resources owned and operated by the Chatham County Schools District. Signatures on the "NETWORK ACCEPTANCE USE OF POLICY AGREEMENT" indicate the parties have read this policy and understand its terms and conditions; however, this policy applies to all users regardless of whether the .acceptable use agreement has been signed.

B. Chatham County Schools Network Use Goals

1. To support the implementation of the North Carolina Standard Course of Study and local School Improvement Plans for increased student achievement
2. To enhance learning opportunities for communication, research, collaboration, professional development, and the sharing of successful programs, practices and materials
3. To promote life-long learning skills by focusing on the application of skills information retrieval, searching strategies, research skills, and critical thinking
4. To provide worldwide electronic mail and Internet access for staff and students for work or educational purposes only

C. Acceptable Use

The board expects that Chatham County Schools computers and network be used in a responsible, efficient and legal manner. The use of a Chatham County Schools Network account must be in support of education, the North Carolina Standard Course of Study, and/or research and must be consistent with the educational objectives of Chatham County Schools. Use of any other organization's network or computing resources must comply with the rules appropriate for our Chatham County Schools Network. Transmission of any material in violation of any US or state regulation is prohibited.

The Board recognizes that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with Chatham County Schools business, and is not otherwise prohibited by Chatham County Public School policy or procedures.

Chatham County Schools software is licensed to Chatham County Schools by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Chatham County Schools prior to copying or loading Chatham County Schools software onto any computer, whether the computer is privately owned or is a Chatham County Schools computer.

The use of non-Chatham County Schools software on any Chatham County Schools computers (including laptops, desktops, and the network) is discouraged. Prior to loading non-Chatham County Schools software onto Chatham County Schools computers (including laptops, desktops, and network), a user must receive express permission from the director of technology or designee. The use of such software will be subject to any restrictions imposed by the chief technology officer or designee. All software must be legally licensed to the user or Chatham County Schools prior to loading onto Chatham County Schools equipment. The unauthorized use or copying of software is illegal.

Unacceptable uses include but are not limited to:

- * Distributing protected, confidential, or personally identifiable data located on Chatham County Schools computer systems to a third party;
- * Violating copyright or trademark laws or any other state or federal law;
- * Using threatening or obscene material;
- * Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, religious or political beliefs, age, or disability;
- * Sending, soliciting or receiving messages, documents, images or other material that is sexually oriented, obscene, pornographic, defamatory, harassing or considered to be harmful to minors;
- * Using Chatham County Schools computers or network for product advertisement or commercial purposes, political lobbying or campaign purposes, and mass forwarding and distribution of non-educational emails, files, or websites;
- * Expressing views as representing the school district or any portion or department without prior approval of the superintendent or designee;
- * Operating a business for commercial or personal gain, sending chain letters, or soliciting money for any reason;
- * Unsolicited commercial E-mail activities;
- * Hacking, gaining or attempting to gain unauthorized or unlawful access to any Chatham County Schools or non-Chatham County Schools networks, computers, files, or resources for any reason;
- * Changing configuration or physical location of computers and other Chatham County Schools Network devices without technology division authorization;
- * Unauthorized installation or attempted installation of hardware or software; and,
- * Purposefully disrupting the Chatham County Schools Network by any means.
- * The Chatham County Schools network may not be used for downloading entertainment software or other files not related to the mission and objective of the Chatham County Schools for use on Chatham County Schools' network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Chatham County Schools.

D. Violations of Policy

This policy is applicable to all users of Chatham County Schools computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for staff, students or other users shall be consistent with the Chatham County School System's standard policies and practices, including the Code of Student Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to Chatham County School System computers, other disciplinary action, dismissal, or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

E. Privileges

The use of the Chatham County Schools Network is a privilege, not a right. Inappropriate use or violation of this policy may result in a cancellation of those privileges. At the discretion of district/school administrators, specific user accounts

may be disabled and appropriate disciplinary action taken. A district/school administrator may request the cancellation of a user's account at any time.

F. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite, professional and respectful in all communications with others when using the Chatham County Schools Network.
2. Use appropriate language. Do not use verbally abusive or denigrating language with any user on/off the Chatham County Schools Network.
3. Do not reveal personally identifiable information such as name, home email address, social security number, credit card number, your personal address or phone numbers of yourself, other students or colleagues. School-assigned email addresses and names for students may be shared only during teacher-monitored activities with signed parental permission. In addition, school personnel shall not disclose on the Internet or on school district web sites/pages any personally identifiable information concerning students (including name, address or pictures) without the permission of a parent/guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or board policy 4700N, Student Records.
4. Be conscientious of your use of district network resources to help conserve resources such as bandwidth and to minimize disruptions on the Chatham County Schools Network.
5. All communication and information accessible via the Chatham County Schools Network and Internet should be assumed to be the Intellectual Property of the original author and users are expected to adhere to Copyright and Fair Use Guidelines.
6. Comply with all other school policies, regulations or rules regarding standards of expected behavior.

G. Monitoring/No Expectation Of Privacy

Chatham County Schools electronic information resources, the internet, and use of e-mail are not inherently secure or private. Users shall have no expectation of privacy while using Chatham County Schools electronic information resources. The Chatham County Schools reserves the right to search data or e-mail stored on all school-owned or -leased computers or other electronic information resources at any time for any reason. The Chatham County Schools reserves the right to monitor users' use of Chatham County Schools electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. The Chatham County Schools reserves the right to disclose any electronic message or data to law enforcement officials. Under some circumstances, may be required to disclose information to law enforcement officials or other third parties. For example, in response to a subpoena or court order, or a document production request made in a law suit involving the Chatham County Schools or by a third party against the use or pursuant to a public records disclosure request.

H. Security and Authority

It shall be the responsibility of the Chatham County Schools technology division to monitor Chatham County Schools Network equipment and users and notify Administrative Staff members when there has been a violation of the AUP (Acceptable Use Policy). A review of the incident will be performed by the responsible parties and appropriate action taken. Management and administration of computer user accounts, usernames and passwords for identification and authentication, and regulating access to computer and networking systems is the responsibility of the school's designated Technology Contact with guidance from the district's Instructional Technology Department. All Chatham County Schools Network users will be assigned a network account for use with Chatham County Schools approved networked educational initiatives. Account access privileges may be modified based on the user's signed AUP (Acceptable Use Policy) Agreement. Account owners are responsible for all actions and functions performed under his/her account. To preserve the security of Chatham County Schools' computer accounts, users are expected to act responsibly by:

- * Adhering to necessary changes in network usage required by the Chatham County Schools technology division;
- * Properly logging off the Chatham County Schools Network or online applications when not in use;
- * Never sharing computer accounts or using any other user's account without prior written permission from such individual;

- * Not deleting files, email and other data belonging to other Chatham County Schools users;
- * Not disclosing passwords to others;
- * Adhering to password naming conventions according to district policy;
- * Refraining from displaying or posting usernames or passwords where unauthorized persons can discover them;
- * Reporting a security problem or risk immediately and discreetly to a teacher, supervisor or system administrator, as applicable, and not demonstrating the problem to others; and
- * Refraining from using high bandwidth resources including but not limited to file sharing and, music or video streaming unless authorized by NCDPI (North Carolina Department of Public Instruction) or in advance by the district's network administrator Chatham County Schools technology division. Attempts to log-on to Chatham County Schools Network resources, including external Internet resources, at a higher level of access than your assigned account will, at a minimum, result in cancellation of network privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Chatham County Schools Network resources.

I. Disclaimer

The Chatham County Schools Board is aware that the Internet provides information and opportunities to communicate via the Internet on subjects that are not suitable for school-age children. The school district will take all legally required precautions in addition to additional measures deemed reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. The district can provide assurance to users that it has been certified to be in compliance with CIPA (Children's Internet Protection Act) by applying Internet filtering software to all areas of the Chatham County Schools Network where children have access. Access to political ideas and social perspectives are not specifically filtered based on any district/school official's personal approval/disapproval of the content involved. However, the user is ultimately responsible for his or her activity on the Chatham County Schools Network. The Board will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, faulty deliveries, or service interruptions. Use of any information obtained via the Chatham County Schools Network is at the user's risk. Chatham County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

J. User Agreement

A user may have limited access to Chatham County Schools Network resources and will be given appropriate/full access only after returning to the school's AUP manager, typically through an Instructor, a completed Network Acceptable Use Policy Agreement that includes a user's signature and if required, a signature by a parent or guardian. This will signify your agreement to adhere to this Network Acceptable Use Policy and follow any additional procedures defined by local administration.

Student Agreement for students under eighteen

Student Name (printed) _____

I agree to abide by the Chatham County Schools Acceptable Use Policy and the permission agreed to below.

Student Signature/Date _____ / _____

Parent/Guardian Agreement

I, (type or print parent name) _____, have read the Acceptable Use Policy (3225/7320) and have ensured that the above noted individual understands it. I also understand that it is impossible to restrict access to only appropriate materials and deem Chatham County School to be without liability and to be considered blameless for any network content viewed by my charge whether it is considered harmful or otherwise. Furthermore, I accept full responsibility, and accept any liabilities due to my charge's actions with regard to failure to abide by the Acceptable Use Policy and by my signature give permission for my charge to access network content and resources.

My child, _____, has permission to use the CCS network and the Internet for educational purposes according to the CCS Policy and to fulfill the North Carolina Standard Course of Study.

Parent Signature/Date _____ / _____

It is the parent/guardian's responsibility to notify Chatham County Schools in writing of any changes to this information.

Adult Guest Agreement

CCS Adult Guest Name (please print): _____

I understand that network access is a privilege. As such, I agree by my signature below to abide by all such policies as adopted by Chatham County Schools as specified in the Chatham County Schools Acceptable Use Policy (3225/7320) in addition to the following:

- I understand that intentionally or negligently disseminating or distributing personally identifiable student information in violation of FERPA (the Family Educational Rights and Privacy Act of 1974, as amended) will result in suspension of my network privileges.
- Chatham County Schools has the right to review any material stored on any system (including voicemail) provided by the school system and to edit and remove any material. I hereby waive any right that I may otherwise have in and to such material.
- In consideration for using the CCS network and having access to public networks, I hereby relieve Chatham County Schools and its officers, employees, and agents from any claims and damages arising from my use of the CCS network. I understand that it is my personal responsibility to make back-up copies of files that are important to my job.
- I understand that any violation of the CCS Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked.
- I understand that I am responsible for all activity performed under my CCS network account and will ensure that my account information is secured.
- I understand that network access is intended for educational purposes. I recognize it is impossible for Chatham County Schools to restrict access to all controversial materials, and I will not hold Chatham County Schools responsible for materials accessed on the network.
- Where applicable, I also understand it is my responsibility to ensure that students under my charge have a signed CCS Acceptable Use Policy Agreement on file before I allow student access to the internet and other network resources.
- I further certify that the information I provide on this form is correct.

Media Release Permission:

Choose only one option:

1. I consent to be included in images and/or video published in school-related publications including web pages, presentations, media releases and publications. I understand that my full name may be included with my image on web site publications.

OR

2. I do not give consent for my image or my name to be published in school-related communications including web pages, presentations, productions, videos and printed media.

Adult Guest Signature/Date _____ / ____ / _____

Should information on this form change, it is your responsibility to notify Chatham County Schools in writing.

Non-Minor Student Agreement: (to be filled out by student age 18 or over requesting Network access)

CCS Student Name (please print): _____

I understand and will abide by the Chatham County Schools Acceptable Use Policy (3225/7320). I further understand that any violation of the policies in the referenced document may result in my loss of network access privileges. I understand that Chatham County Schools may pursue other courses of action including, but not limited to, disciplinary actions and legal recourse for any damages or expenses I may cause by my actions. My signature below indicates my agreement to abide by the Chatham County Schools Acceptable Use Policy and further gives permission to access network content and resources according to my choice from the following two options.

Choose only one option:

1. I agree to:

- Use the Internet for educational purposes according to the CCS policy,
- Use school-provided student email, forum, and chat accounts for educational purposes with the understanding that my account will be monitored by school staff for my protection and for appropriate use, and
- Allow my voice, image, and original products to be included in Chatham County Schools communications including web pages, presentations, productions, press releases, and printed media.

OR

2. I agree to:

- Use the Internet only for strictly monitored teacher-led activities during which access to any other part of the Internet will not be allowed,
- Restrict my use of school-provided student email, forums, and chat accounts to teacher-required communications and understand my account will be monitored by school staff for my protection and for appropriate use, and
- Allow my voice, image, and original products to be included in Chatham County Schools communications that are not on the Internet.

AND

YES NO I agree that my name and image may be used for publications with restricted distribution such as school directories, newsletters, yearbooks, and event programs.

YES NO I agree that my name may be included in widely distributed group photos, videos, productions, and presentations that do not identify me by name.

I understand my name will not be used in any form on any Chatham County Schools web site for my protection.

Student Signature/Date _____ / ____ / ____
Student Graduation Year _____

Should information on this form change, it is your responsibility to notify Chatham County Schools in writing.

Staff Agreement

Staff member name (please print): _____

I understand that network access is a privilege. As such, I agree by my signature below to abide by all such policies as adopted by Chatham County Schools as specified in the Chatham County Schools Acceptable Use Policy (3225/7320) in addition to the following:

- I understand that intentionally or negligently disseminating or distributing personally identifiable student information in violation of FERPA (the Family Educational Rights and Privacy Act of 1974, as amended) will be subject to restriction/suspension of my network privileges and further disciplinary action.
- Chatham County Schools has the right to review any material stored on any system (including voicemail) provided by the school system and to edit and remove any material. I hereby waive any right that I may otherwise have in and to such material.
- In consideration for using the CCS Network and having access to public networks, I hereby relieve Chatham County Schools and its officers, employees, and agents from any claims and damages arising from my use of the CCS Network. I understand that it is my personal responsibility to make back up copies of files that are important to my job.
- I understand that any violation of the Chatham County Schools Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.
- I understand that I am responsible for all activity performed under my CCS network account and will ensure that my account information is secured.
- I understand that network access is intended for educational purposes. I recognize it is impossible for Chatham County Schools to restrict access to all controversial materials, and I will not hold Chatham County Schools responsible for materials accessed on the network.
- I also understand it is my responsibility to ensure that students under my charge have a signed CCS Acceptable Use Policy Agreement on file before I allow student access to the internet and other network resources.
- I understand and welcome the opportunity to communicate with the educational community via email and give consent to have my full name and CCS network email address posted on publications including district websites.
- I further certify that the information I provide on this form is correct.

Media Release Permission:

Choose only one option:

1. I consent for my voice, name, and image to be included in school or district publications including web pages, presentations, productions, press releases and print media. I understand that my full name may be included with my image.

OR

2. I do not consent for my voice, name, and image to be included in school or district publications including web pages, presentations, productions, press releases and print media except for district directories and privacy-protected documents.

Employee's Signature/Date _____ / ____ / _____

Should information on this form change, it is your responsibility to notify Chatham County Schools in writing.

Chatham County Schools Student Media Guidelines

Local Newspapers, School Newspapers, and Yearbooks

Student pictures and names are sometimes published in local newspapers, school newspapers, and yearbooks. Awards, sporting events, and other special activities are often highlighted by the media to recognize students' accomplishments. Students' full name will be released to newspapers and will be in the yearbook.

Presentations, Slide Shows, and Videos

Student pictures are sometimes displayed in slide show presentations and videos at the end of the school year or at other times. These may be made available in digital format as supplements to the yearbook or in a separate format.

District/School Web Sites

Technology plays an important role in our school. Students are exposed to a number of programs that will help them improve in academics. Our district and schools have web sites that feature the faculty and staff, our classrooms and the many programs that are offered to our students, their families and our community. We would like to celebrate student achievement by posting student work and students working together in the classroom and participating in school activities on the district and school web sites. No personal information will be given regarding those featured on district/school web sites. The material will not be used for any commercial purposes and no payment will be made to the participants.

Complete and return this form to your child's school.

I give permission for my child's picture or work to be used in:

Check all that apply:

<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> School Newspaper
<input type="checkbox"/> Presentation/ Slide Show/ Video	<input type="checkbox"/> School/ District Web Site

Student Name: _____

Grade: _____

Please print

Parent/Guardian Signature: _____

Date: _____

Please print