



King George County Schools (KGCS)

Technology Use Guidelines - Acceptable Use Policy (AUP)

The information systems and internet access available through KGCS are provided in order to support learning, enhance instruction, and support school system business and educational practices.

KGCS information technology systems are operated for the benefit of all users in connection with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The use of the KGCS network is necessary to provide all students with access, support, and opportunities to use provided tools and resources; and for students to interact with other students, teachers, and class content to support and enrich their learning experience. Users are prohibited from taking, or attempting to take, any action that might reasonably be expected to disrupt the operation of the network or equipment and/or interfere with the learning of students or the work of KGCS employees.

KGCS implements Internet filtering at all KGCS sites as well as a classroom management software to monitor all devices connecting to KGCS internet during the school day. KGCS will continue to educate students on digital citizenship, personal safety practices, and effective techniques for identifying and evaluating information and its sources. Access to division technology and technology resources is contingent upon each user's ability and willingness to adhere to the guidelines set forth in this policy. Users who do not or will not adhere to this policy will lose the privilege to use the technology resources provided by King George County School Division.

Users of the network within the King George County School Division have the responsibility to respect and protect the rights of every other user. Account holders and users, including staff, students, and authorized users are expected to act in a responsible, ethical and legal manner and are expected to comply with King George County School Division Acceptable Computer System Use Policy. Users of KGCS technology will also abide by and cooperate with county, state and federal laws in regards to Internet and technology usage.

The failure of any user to follow the terms of the Technology Use Guidelines - Acceptable Use Policy may result in the loss of information technology system privileges, disciplinary action, and/or appropriate legal action.

Privilege

The use of the division's computer system is a privilege, not a right. Students may exercise these privileges as long as they do so in a manner that does not interfere with the rights of others or the schools' ability to provide a safe learning environment.

Respect for Others

Users shall respect the rights of others using the KGCS network by:

- Using or NOT using devices **as directed by the teacher or building administration.**
- Only use the network and/or devices for appropriate and authorized academic purposes.
- Being considerate when using school resources by always logging off devices or apps after finishing work and leaving equipment and rooms in good condition for the next user or class.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Not accessing, changing, or deleting files belonging to others that are not explicitly shared with you.
- NOT using technology to harass, bully or otherwise intimidate others.
- Immediately reporting any cyberbullying, harassment, or intimidation to a teacher or administration.

Ethical Conduct for Users

It is the responsibility of the user to:

- Use only **their** account or password. It is a violation to share passwords or to otherwise give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources. Cite and credit all material used, including Internet material.
- All users are subject to abide by the Copyright Law. The right is set forth in Section 107 of the United States Copyright Act. Fair Use information can be found at <http://copyright.gov/>.
- Only use software or apps on KGCS devices or networks that have been approved and that the school may legally use.

Duplicating or modifying copyrighted software in violation of a license agreement is a serious offense that may result in student discipline.

- Use the KGCS technology resources in a manner that is consistent with the educational mission of the school system.
- Help maintain the integrity of the school information systems. Tampering or experimentation is not allowed; this includes the use of the KGCS network and resources to illicitly access, tamper with, or experiment with systems inside and outside KGCS.
- Help maintain a safe, positive, and trusting learning environment by not using offensive, obscene, or harassing language when on the KGCS network and/or KGCS devices.

Digital Citizenship and Security

All instructors, not just library media specialists, Instructional Technology Liaisons, or computer-lab/CTE teachers, will teach Internet safety and take every opportunity to warn of potential dangers and model safe and appropriate Internet use during regular instruction.

- Users may not post information if it violates the privacy of others, jeopardizes the health and/or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users shall accept the responsibility for all material they access.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing any portion of the Internet that is inconsistent with the educational mission of KGCS.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or administrators.
- All publicly-accessible web pages shall reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students are prohibited from downloading inappropriate or illegal material on KGCS computers or networks.
- Users may not modify or rearrange keyboards, monitors, printers, or any other peripheral equipment.
- Users should report equipment problems immediately to a teacher or administrator.
- Users should leave desktop workstations and peripherals in their designated places.
- When allowed, students must use only their KGCS assigned e-mail accounts when accessing and communicating through KGCS systems and for KGCS-related educational needs.
- To ensure student safety and compliance with this Acceptable Use Policy, KGCS reserves the right to monitor and investigate users' online activities as needed. This includes accessing, reviewing, copying, storing, or deleting any communications or files so they can be shared with adults as necessary and as permitted or required by law. Users should have no expectation of privacy regarding their use of KGCS equipment, network, Internet access, files, or e-mail access.

Unacceptable Use

- Users are not permitted to access personal email accounts, blogs, wikis, social networking sites or other forms of online communication without permission from the classroom teacher.
- Use of the school division's email is strictly prohibited for any purpose not directly related to classroom instruction.
- Using the computer system for private, financial, or commercial gain, including advertising is prohibited.
- Wastefully using resources, such as file space is prohibited.
- Gaining unauthorized access to resources or entities is prohibited.
- Using the computer system while access privileges are suspended or revoked is prohibited.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means is prohibited. Any damaged equipment will be replaced by the user who was responsible for the damage.
- Use of resources in a manner which causes the network to stop working properly (slowness, user access issues, denial of services, etc.).
- Saving, deleting or modifying data in a location other than the user's own assigned network drive or shared storage drives without authorization is prohibited.
- Using any form of instant messaging via client or web browser with the exception of the system that is provided by the division is prohibited.
- Any illegal activity, regardless of whether or not it is explicitly defined in the AUP.

1:1 Device Checkout Program (This section only applies to KGHS and KGMS students)

KGCS has a device check out program that will give students in grades 6-12 access to the same Chromebook both at school and at home. We remain committed to students having access to devices and technology for their instructional needs. This program will allow for seamless use of technology both in the classroom and at home. Chromebooks will be strategically integrated into daily instruction to promote critical thinking, increase student engagement, and provide extended learning opportunities.

Each student in grades 6-12 is required to have a device with them (whether a KGCS checked out device or their own approved device) to enhance their learning everyday.

- The Student Device will be designated for use by the assigned student ONLY. No other individuals are authorized to use the device, not even other family members.
- Accessing the internet via the Student Device shall be used for instructional purposes ONLY and not for recreational or employment activities either at school or at home. It may not be used as a personal or social device for the student
- KGHS/KGMS has the right to recall and review the contents of the reports produced by the installed filtering software, which tracks usage data, time of day of access and captures internet browsing history.
- KGHS/KGMS has the right to recall and review the contents of the borrowed Student Device at any time including any personal information that may be stored on or accessible by the device.
- Device use unrelated to the KGHS/KGMS educational program (including but not limited to downloading of personal games or music, and installing additional applications) are prohibited.
- Once the borrowed Student Device is returned, data the student may have stored on the device will no longer be accessible.
- The Student Device comes equipped with an Internet content filtering service configured to limit student access to harmful and inappropriate Internet sites. However, parents and guardians are still responsible for monitoring their student's use of the Device.
- The borrowed Student Device and accessories will be surrendered immediately upon request of the instructor or other school official.
- All files should be saved in Google Apps for Education, NOT on the computer hard drive.
- ***The device should be fully charged when brought to school for use during the day.***
- Parent/Guardian and student accepts full responsibility for the borrowed student Device. Parent/Guardian agrees to reimburse the school for any damage caused as a result of student negligence or misconduct regardless of where the damage occurs.
 - The device is valuable and should be treated appropriately. It should not be thrown or dropped. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
 - Keep away from pets at all times.
 - The Student Device should never be left unattended in the classroom, on the bus, in the hallway, in the lunchroom, in the gym, or any other public place. The device should be kept in a secure location at all times when not in use.
 - The device should not be used near water, household chemicals, food or drink, or other liquids that could damage its electronic components.
 - When carried outside, the device must be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it.
- Parent /Guardian will reimburse King George County Schools for the cost of a replacement should the borrowed Student Device be lost, stolen or damaged. The costs incurred will not exceed the original cost of the device, its software/licensing, and its accessories. In the case of lost, stolen or damaged equipment, parent/student agrees to contact the school within three business days so that appropriate procedures can be put into action to ensure replacement. If a device is lost or stolen and the replacement cost creates a financial hardship, the parent/guardian must contact the student's counselor to determine a solution to this difficulty. ***School staff should be informed of lost/stolen device as soon as possible. If you believe your device was stolen, report it immediately to the police.***
- Devices are checked out for the 2022/2023 School year and must be returned to the student's assigned school upon completion of the 2022/2023 school year.
- The cost to replace items KGHS/KGMS Chromebook and charger if they are not returned at the end of the school year during collection are:

Chromebook: Potential Charge up to \$275

Chromebook Charger: Potential Charge up to \$25

- If you leave KGHS/KGMS it is your responsibility to return all borrowed items (Chromebook and Charger).
- Any items not returned will be recorded as debt owed to the school.

Personal Electronic Devices (BYOD) - (This section only applies to KGHS and KGMS students)

Each student in grades 6-12 will be issued a KGCS Chromebook for daily use. If you wish to opt your child out of receiving the KGCS Chromebook and have your student use a personally-owned device instead, you will need to complete this [KGCS Opt-Out Form](https://bit.ly/KGCSBYOD) (<https://bit.ly/KGCSBYOD>) before your student's personal device can be connected to KGCS internet. *Students are not permitted to connect their personal device to the internet using private hot spots or mifi while on KGCS premises.* Each submission is subject to approval by the school administrator and/or KGCS Supervisor of Technology.

By opting out of the KGCS Device Checkout Program you are agreeing to the following:

- Every student will need a device to frequently access instructional material and content. If a personal device is used in place of the KGCS issued Chromebook, the personal device must be portable with an equivalent screen and keyboard. The student must bring it to school fully-charged every day. Smartphones, tablet readers, and wearable technologies are not acceptable substitutes for a KGCS Chromebook.
- The personally-owned device must be able to run Google Apps for Education
- Any KGHS/KGMS student applications with licensing agreements that require installation on KGCS devices cannot be installed on personally-owned laptops. KGHS/KGMS licensing agreements do not permit installation on personal devices. As a result, parents will need to assume responsibility for acquiring and installing those applications on a personally-owned device. The inability of the personal laptop to access licensed software may impact your student's instructional experience.
- KGCS issued Chromebooks are fully supported by school technology teams. **Tech support will not be available for personally-owned devices.**
- KGCS is not responsible for storage, loss, or damage of the personal device.
- **The personally-owned device must be brought to school each day fully charged.**
- No privately owned electronic device may be connected to the KGCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only and only after the [KGCS Opt-Out Form](https://bit.ly/KGCSBYOD) (<https://bit.ly/KGCSBYOD>) is completed.
- All personal electronic devices must have an up to date antivirus and be free of spyware, malware, and other malicious software before connecting to the network.

Disclaimer

The King George County School Division network is provided on an "as is, as available" basis. The school division does not make any warranties, expressed or implied, with respect to any services provided by the network and any information or software contained therein. The school division does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. The school board shall not be responsible for any damages to the user from use of the technology system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The user agrees to indemnify the school board for any losses, costs or damages incurred by the King George County School Board relating to or arising out of any violation of these procedures.

Acknowledgement

By signing the Acknowledgement of Receipt form (students), I agree to abide by the aforementioned restrictions. Parent(s) and/or guardian(s) agree by signing the Acknowledgement of Receipt form that they have discussed the provisions contained in this policy with their students. Further, I (we) have been advised that King George County School Division does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

For more information, please read KGCS Policy IIBEA/GAB and GAB/IIBEA: Acceptable Computer System Use and the corresponding regulation.