

# ***ECHOLS COUNTY SCHOOLS***

## ***TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT***

### **Students 2023 - 2024**

#### **Introduction**

The intranet/internet is an electronic communications network delivery via computer and telephone line. A vast number of resources are accessible locally, nationally, and internationally. The goal of the Echols County Board of Education is to provide this service to teachers, staff, and students *as a privilege and not a right*. This resource is also intended to promote educational excellence and to facilitate resource sharing, innovation and communication.

In an attempt to aid the students and staff in a better understanding of proper computer, network and Internet safety, the following agreement is set forth. Violation of the following rules will not be tolerated. Each user is responsible for all of his/her actions and activities involving the user's district provided accounts, the computers and the network.

Due to the nature of the intranet/internet, it is neither practical nor possible for the Board of Education, school administration or staff to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the intranet/internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use.

Parents shall be required to sign the Technology Acceptable Use and Internet Safety Agreement form contained in the Student Handbook allowing their child to access the District network/internet and student email, if applicable. All users shall also be required to sign said form affirming that they have read and understand the Technology Acceptable Use and Internet Safety Agreement, and understand the consequences for the violation of said agreement.

#### **Definitions**

**Cyberstalking** or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed or about a specific purpose, causing substantial emotional distress to the victim.

**Cyberbullying** or the willful, hostile, and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites, chat rooms, texts, and instant messaging.

- The use of cameras or camera phones to take embarrassing photographs or videos of students or school personnel and posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students
- Bullying and its consequences are described in the ECBOE Bullying policy (JCDAG) and the Student Code of Conduct (JCDA).

**Digital technology** shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind, that is based on digital technology that is:

1. Owned, leased, or licensed to the School District.
2. Provided directly or indirectly by the School District to its employees or students.
3. Accessed by or through digital technology that is owned, leased, or licensed to the School District.

**Digital technology** includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers, PDAs; modems; voicemail; e-mail; wikis; blogs; and such similar technologies.

**Network** includes all local area networking and wide area networking within the school community as well as all online and direct-wired networking such as Internet to which the school network may be linked.

#### **Penalties**

Any user violating these provisions, applicable state and federal laws, posted classroom rules or system policies is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution. Illustrations of disciplinary options are contained in the Teachers' Handbook and Students' Handbook. Although some specific examples of prohibited uses are stated, they are intended as illustrations and are not to be considered an inclusive list. School administrators will make the determination as to what constitutes unacceptable use and their decision is final. The users and/or the users' parent(s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of the users' violation of this agreement.

## Monitoring and Notice of Web Filtering and Threat Protection Scanning

Echols County School District reserves the right to review any stored and transmitted information/files/document with school system technology or on school provided network resources. This monitoring is intended to determine whether specific uses of the network and browsers are appropriate. The Echols County Schools uses FortiNet as a firewall and content filter. While a firewall and content filter are provided by the school district, it is impossible for the Echols County School District to restrict access to all objectionable material, and I will not hold the school or district responsible for materials acquired or contacts made on the intranet/internet network. The user is responsible for not seeking or initiating access to inappropriate material.

Echols County School District purchases a service that is a monitoring and alert system to identify incidents of cyberbullying, violence, self-harm and inappropriate content along with violations of FERPA, HIPAA and CIPA in school provided Office 365 accounts for all faculty/staff and students. Scanning includes Outlook email and all Office 365 features (Documents, Spreadsheets, Presentations, PDFs, Images & Photos, Videos) and all file types supported in Microsoft One Drive. ECSD seeks to provide improved data security and insights into potential exposures through this scanning process. ECSD monitors Office365 for the following reasons:

- Because for K12 schools, monitoring student online activities is a requirement for Federal e-Rate technology discounts.
- For cyberbullying, violence, mental health, radicalization, and hate speech that are clear and present dangers.
- Due to unauthorized app installs, visiting questionable websites can become the gateway for malware and ransomware.
- As student data theft and privacy violations can have serious consequences for student safety.
- Due to regulatory requirements such as FERPA, CIPA (for K12), and HIPAA requires an online safety monitoring system in place.

## Acceptable Use

- ❑ Usage must be in support of education and research consistent with board policies and this agreement.
- ❑ Usage must be consistent with rules appropriate to any network being used/accessed.
- ❑ Students will login using their ECS network assigned username and password (when provided to the student)
- ❑ Students shall use school system-provided email account only for instructional purposes and as directed by his or her teacher (if provided an email account by the school system)
- ❑ Students shall notify the teacher if he or she inadvertently browses to an inappropriate site on the internet
- ❑ Only use public domain or Creative Commons licensed images or create original images for class projects
- ❑ Give credit for (cite) information found through internet research when used in a class project or paper to avoid plagiarism
- ❑ Identify himself or herself by name only when posting on any wiki, blog, or other web-based tool provided by or authorized by Echols County Schools
- ❑ Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board meeting. Additionally, your child's image (including video), name, or intellectual property may be included in School District publications or school web pages and through social media. (see section labeled "NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEBSITES").
- ❑ In no case will other student personal information such as address, telephone number or e-mail address be posted on the web site.
- ❑ Personal information with regards to faculty and staff will not be divulged on the school web site. Contact information may include a name, position, location, system email address and school phone number.

## Unacceptable Use

The user is responsible for all his/her actions and activities involving the network. Examples of **prohibited conduct include but are not limited to the following:**

- ❑ Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations.
- ❑ Copying or downloading copyrighted material on any system connected to the school system's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system. School purchased software may not be copied for personal use.
- ❑ Students will not use district computers and laptops to copy or download copyrighted software, music or images, or for other violation of copyright laws. Peer-to-peer, file-sharing, torrent software may not be installed on a school system computer or laptop.
- ❑ Copying, printing or downloading copyrighted material for the users own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or

must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures. This includes the district contracted photographer.

- ❑ Product advertisement or political lobbying is prohibited.
- ❑ Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network or the Internet. This includes, but is not limited to, creating and/or uploading or downloading viruses, disconnect or disassemble any network or computer component.
- ❑ Using or attempting to use the network while privileges are suspended or revoked.
- ❑ Using the computer of a teacher, administrator, or other staff member without permission or supervision.
- ❑ Use of technology resources in such a way that you would disrupt other users (sounds and/or excessive bandwidth usage, e.g., radio/audio streaming, video streaming).
- ❑ Provide another student with user account information or passwords
- ❑ Unauthorized interception of electronic communications and other wiretapping, including electronic mail (The Electronic Communications Privacy Act 18 USC 2701-2709)
- ❑ Accessing, monitoring, and use of personal websites.
- ❑ Accessing, monitoring, and use of personal networks.
- ❑ Bypassing the firewall and bypass and attempt to circumvent network security, virus protection, network filtering, or policies.
- ❑ Use external drives or storage devices with the intent of infecting any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information. This includes software applications or utility applications that could alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- ❑ **Bullying:** Policies have been adopted by the Echols County School System prohibiting bullying. Students should not use personal or school-owned technology resources to threaten, harass, or intimidate others. Prohibited behaviors include, but are not limited to
  - Seek to access, contribute to or initiate (create) inappropriate material on the internet, including (but not limited to) abusive, obscene, sexually-oriented material, or hate speech to communicate, or cause to be communicated through words, images or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim or damaging to another's reputation
  - Cyberbullying or the willful act of hostile or repeated harassing or intimidating of someone through digital technology, including but not limited to, email, blogs, social networking websites (ex: Facebook, Twitter, etc.), chat rooms, texts, and instant messaging
  - The use of cameras or camera phones to take embarrassing or inappropriate photographs or videos of student or school employees and posting them online
  - Sending threatening or abusive text messages or instant messages or any social network or digital form
  - Using websites or email to propagate gossip or hear-say/rumors to other students

## Hardware

- ❑ Personal equipment is not allowed to be connected to the wired/wireless network nor supported at Echols County Schools (exceptions to be considered for academic purposes only). Any deviation from this agreement must be presented to the Technology Director.
- ❑ Attempts to replace, repair, disconnect or disassemble any network or computer component without permission from the technology department is not permitted.
- ❑ Misuse of school resources can result in disciplinary action.
- ❑ School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

## Security

- ❑ Any student who identifies a security problem must notify a teacher immediately.
- ❑ Users will not show or identify a security problem to others.
- ❑ Users will not reveal their password or allow another person to use their password.
- ❑ Users will not use another individual's password.
- ❑ Users will not attempt to log on as another user.
- ❑ Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

## Warranty

Echols County Schools makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing. ECS will not be responsible for any damages you suffer. This includes loss of data resulting from hard drive failures, mail delays, no-deliveries, or service interruptions caused by system negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. ECS specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources.

ECS may not at any time be held responsible for any loss or damage to a student's personal device. Students bring devices at their own risk. Help and support will not be provided for personal devices.

## NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEBSITES

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board meeting or have student work displayed. Additionally, your child's image (including video), name, or intellectual property may be included in School District publications or school web pages and through social media.

If you, as a parent/guardian, **object** to your student being published (print or digital) as mentioned above, the objection must be presented in writing to the principal of the school where your student is enrolled **within 10 days** after the student's enrollment date.

If you have more than one child, a letter must be written for each child and presented to the appropriate school principal. Students will only be **excluded** if written objection is presented to the principal of the school. If there is no written objection turned in to the principal, the district will include the student in all publications.



### MICROSOFT FOR EDUCATION (OFFICE 365)



Microsoft for Education was adopted by Echols County Schools to provide online communication and productivity tools for students and teachers. Microsoft for Education accounts (Office 365) are provided to all students in grades Pre-K through 12. Active email accounts are only grades 6-12. Outlook (email) for grades Pre-K through 5 have not been activated at this time. Teachers and students will be able to create dynamic learning experiences in and outside of the classroom with an internet connection. Students will be able to share with teachers and collaborate with peers. MS for Education (Office 365) can be used to develop college and career ready skills of communication, collaboration, creativity and critical thinking.

Echols County School District is providing this notification to the parents of children under the age of 13 so that ECSD can be compliant with the Children's Online Privacy Protection Act (COPPA). The only information ECSD transfers to Microsoft in creating an account is the child's first name and last name.

Student data will be used only to provide the student the Online Services including purposes compatible with providing those services. Microsoft will not use student data or derive information from it for any advertising or similar commercial purposes. Microsoft provides an overview of their commitment to student security and privacy at <https://www.microsoft.com/online/legal/v2/?docid=31>

When there is reason to believe violations of law or district policies related to the Technology Acceptable Use and Internet Safety Agreement and Student Discipline Policy have occurred, the district maintains the right to withdraw access to the student's Microsoft account. The alleged violation will be submitted to the school administrator for further investigation as a written behavioral referral. Consequences for violations will be determined by the Technology Director and the stated student discipline policy as deemed by the school administrator.

Parents who object to their child using Microsoft for Education must contact their child's principal in writing within ten (10) days of the student's enrollment.

## **Student Email Accounts**

- Login with the information provided by the district
- Do not select to “Remember password” on the login screen or at any other login
- Violations that relate to the Technology Acceptable Use and Internet Safety Agreement and Student Discipline Policy will be submitted to the school administrator as a written behavioral referral. Consequences for violations will be determined by the Technology Director and the stated student discipline policy as deemed by the school administrator.
- The district purchases a service that scans Office 365 Outlook email (inbound and outbound) and Office 365 documents for compliance in cyberbullying, FERPA, CIPA, violence, child abuse, objectionable content policies language indicating cyberbullying, violence to self or others, objectionable content, child abuse, and CIPA.
- All district emails and attachments are archived and retained and scanned for threat protection. Save important documents to your network drive on the server.
- Student accounts are locked to our district domains [@echols.k12.ga.us](mailto:echols.k12.ga.us) and [@echolswildcats.org](mailto:echolswildcats.org), .edu and .gov domains.
  - Specific email addresses will be whitelisted by the Technology Director as presented for school/academic use.
- Student email accounts are in Infinite Campus so that you may receive Emergency or General email notices.
- Student email accounts will remain active until July 1 following graduation for students to get their accounts in order.

## **STUDENT RECORDS**

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act and the Pupil Protection Rights Amendment, either by letter or through a student handbook distributed to each student in the school.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to include student participation in school sponsored clubs and activities as part of their permanent records.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
  - a. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- a. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment (Federal regulation 34 C.F.R. 99.21-99.22 and any state regulations that may apply). Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Echols County Schools System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

There are several exceptions to the rule regarding the privacy of students' educational records. One exception is that the Echols County Schools may disclose certain "directory information", which is generally not considered harmful or an invasion of privacy if released, without prior written consent unless you have advised the school system otherwise. The primary purpose of directory information is to allow the system to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing the student's role in a drama production
- b. The yearbook
- c. Honor roll or other recognition lists
- d. Sports activity sheets showing weight and height of the team members
- e. Graduation programs

"Directory information" may also be included on school, classroom or school system Web sites or blogs that can be downloaded or viewed inside or outside the school system. Additionally, the school system may release this information to the following outside organizations: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor's Offices, PTA/PTSA, booster clubs, U.S. Armed Forces recruitment agencies, schools and colleges accredited by the Southern Association of Colleges and Schools, and companies the school system uses to manufacture school items such as class rings or yearbooks. If you do not want Echols County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within ten (10) days of enrollment that such information not be designated directory information on the individual student. A letter must be received or directory information will not be considered confidential and may be disclosed upon request.

Echols County Schools has designated the following as directory information:

- a. Each student's name, address, email, and telephone number;
- b. The date and place of birth of each student;
- c. Each student's participation in clubs and sports;
- d. The weight and height of a student if he or she is a member of an athletic team;
- e. Dates of attendance at Echols Schools;
- f. Most recent school attended;
- g. Teacher or coach assignment;
- h. Degrees, honors and awards received while enrolled in Echols County Schools; and
- i. Photographs of students, certain audio recordings or video clips. Not included are any recordings, photos or footage of a student or students committing, witnessing or being involved in a violation of law, school system or school rule, procedure, or policy. The school system may also determine that other images or recordings do not qualify as directory information on a case-by-case basis.

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with who the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill is or her professional responsibility.

Other exceptions may include, but are not limited to:

- a. Student records sent upon request of the institution a student has enrolled (within or outside the school district: Georgia Board of Education Rule 160-5-1-.14 Transfer of Student Records)
- b. Disclosures for audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- c. Financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- d. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system.
- e. Organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- f. Accrediting organizations to carry out their accrediting functions.
- g. Parents of an eligible student if the student is a dependent for IRS tax purposes.
- h. Comply with a judicial order or lawfully issued subpoena.
- i. Appropriate officials in connection with a health or safety emergency.

The Uninterrupted Scholars Act (Public Law 112-278) enacted on January 14, 2013, amends the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 CFR Part 99, to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student." In specified types of judicial proceedings in which a parent is involved, the Act also allows educational agencies and institutions to disclose a student's education records pursuant to a judicial order without requiring additional notice to the parent by the educational agency or institution.

Upon request, the School releases educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act (IDEA), to officials of another school district or postsecondary institution at which the student seeks or intends to enroll. Such release of records will be initiated upon receipt of an official written request on school or district letterhead paper.

## **ACCESSING STUDENT RECORDS**

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records. A parent will be permitted to obtain a copy of the child's educational records upon reasonable notice.

## **INFORMATION RELEASE**

In the instance of divorce, legal documentation or copy of the divorce decree stating that a parent does not have access to the child or his/her records must be received by the school or the school is obligated to treat both parents as a legal parent with access to the child and the child's records.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

## STUDENT DATA PRIVACY COMPLAINTS

It is the policy of the Echols County Board of Education that the School District (“District”) shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

1. The Superintendent shall designate at least one individual (“Designee”) to respond to student data privacy complaints.
2. Upon the receipt of a request from a Complainant, the Designee shall provide within 3 business days a complaint form, which may also be made available on the District’s website.
3. A written response shall be provided to the Complainant within 10 business days of the Designee’s receipt of the completed complaint form.
4. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Designee’s response.
5. The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
6. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent’s response.
7. The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

Complaint forms are available at each school office and on the district website ([www.echols.k12.ga.us](http://www.echols.k12.ga.us)) under eBoard, Student Policies, JRA-E(1) for Elementary/Middle School and JRA-E(2) for High School.

### ***CIPA Compliance:***

The Echols County School's District uses Fortinet as a firewall and content filter. Echols County currently has a Technology Acceptable Use and Internet Safety Agreement which is reviewed annually and updated as situations apply. The current policy remains in effect until ECBOE approval of any amended policy during a school term or until the annual policy review. An updated Technology Acceptable Use and Internet Safety Agreement will be provided for parents and students in the appropriate Student Handbook and on the district and school websites. Any corrections or additions after the Echols County School District Board approval will be provided for parents in the Echols Echo newspaper and on district and school websites.

This agreement is under public review and will be finalized Spring 2023. It is also published in the Student Handbook each school year and posted on the district and school websites.

## CIPA BACKGROUND

Full text of the Children’s Internet Protection Act

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>

<http://www.ifea.net/cipa.html>

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD’s FAQ on E-rate certification procedures and timing

<http://www.usac.org/sl/tools/reference-area.aspx>

<http://www.e-ratecentral.com/default.asp>

## COPPA

Children’s Online Privacy Protection Rule

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

A list of software/applications used by students is available on the district website <https://echolscountyboe.schoolinsites.com/> at  
Technology>Technology Documents



# INTERNET SAFETY CURRICULUM

To promote appropriate use of technology and to encourage students to be responsible digital citizens, the Technology Department of Echols County Schools District will develop and implement an Internet Safety Curriculum for all students Prek – 12<sup>th</sup> grade and faculty/staff. The implemented curriculum is available upon request by contacting the district's Technology Director.

## Parents/Guardians:

I understand that the intranet/internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse users. However, I recognize it is impossible for the Echols County School District to restrict access to all objectionable material, and I will not hold the school or district responsible for materials acquired or contacts made on the intranet/internet network.

I understand that a variety of inappropriate and offensive materials are available over the Internet, and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there are no practical means for the school to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child and the Internet, I recognize that it is not possible for the school to monitor all such communications.

I have determined that the benefits of my child having access to the Internet outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of access and possible disciplinary action and/or criminal prosecution.

I have reviewed these responsibilities with my child, and I hereby grant permission to the school to provide Internet and network access.

I agree to compensate the school for any expenses or costs that incur as a result of my child's violation of the Technology Acceptable Use and Internet Safety Agreement.

I understand that if I object to my child having access or rights to any portion of this policy, as the parent, **I am to submit a written letter to the school principal within ten (10) days of enrollment.** If you have more than one child, a letter must be written for each child and presented to the appropriate school principal. Students will only be excluded if written objection is presented to the principal of the school. If there is no written objection turned in to the principal, the district will include the student in all publications.

I understand that my child and I must complete the Technology Acceptable Use and Internet Safety Agreement sign-off or all student account(s) associated with your child will be suspended until all documentation is received.

## Students:

**I have read, understand and accept responsibility to abide by the Echols County Technology Acceptable Use and Internet Safety Agreement. I understand that the use of the Intranet/Internet and access to it is a privilege not a right and I agree:**

- To use the intranet/internet network for appropriate educational purposes and research;  
To use the intranet/internet only with permission of appropriate school staff;
- To be considerate of other users on the network and use appropriate language for school situations;
- Not to intentionally degrade or disrupt intranet/internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To immediately report any security problems or breeches of these responsibilities to appropriate school staff;  
Not to divulge personal information such as addresses and telephone numbers over the Internet.
- I understand that I have no right to privacy when I use the intranet/internet, and I consent to staff monitoring of my communications.
- I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access, possible disciplinary action, or criminal prosecution.
- I understand I must complete the Technology Acceptable Use and Internet Safety Agreement sign-off or my student account (s) will be suspended until all documentation is received.

THIS PAGE INTENTIONALLY  
LEFT BLANK

\_\_\_\_\_  
**Parent/Guardian Name (Printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature (Grades 3-12 only)**

\_\_\_\_\_  
**1<sup>st</sup> Block or Homeroom Teacher**

**Student Name (Printed)** \_\_\_\_\_  
**First Middle Last**

**Grade** \_\_\_\_\_

**Student Number (Lunch Number)** \_\_\_\_\_

**2023 – 2024**

**\*Parents of students in grades Pre-K through 2<sup>nd</sup>** – please see that the student is aware of the contents in this agreement. The student does not need to sign this page, just complete the student name, grade and lunch number along with parent information and return this page only to your child’s teacher.

**\*\*Students in grades 3-12 and parents of these students** Please sign and return this page only to your teacher (1<sup>st</sup> Block). Fill in ALL blanks above acknowledging reading and understanding the Student Technology Acceptable Use and Internet Safety Agreement.

**Only this page is to be completed and returned to ECSD for processing by the Technology Department by Friday, August 25, 2023!!!**