



# HAYWOOD COUNTY SCHOOLS

900 East Main Street  
Brownsville, Tennessee 38012  
731-772-9613 *office* 731-772-3275 *fax*  
www.haywoodschoools.com

## Student Acceptable Use Agreement

Haywood County Schools recognizes that the effective use of electronic media and telecommunications networks enhance the quality and delivery of education in our schools by providing access to unique resources and opportunities for collaborative work.

However, the use of electronic technology is a privilege and is subject to all applicable state and federal laws and policies of the district. HCS reserves the right to examine electronic mail messages, files on all types of HCS computers and servers, web browsers, cache files, websites, website logs and any other information stored or passing through our information systems. Parents will be required to sign an Acceptable Use Agreement, which will be kept on file at each school, for student who wishes to access the HCS network.

At no time shall there be an expectation of privacy by students while utilizing any HCS network, stand-alone system, or other device. The district reserves the right to examine any information originating on, accessed by or processed through HCS owned computers, networks or other information system components. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and/or related files.

Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and/or stored by others. Electronic communications are also retrievable after the user has deleted them from his/her system, so it is best practice not to store personal confidential information on a district machine or server.

In accordance with federal law, HCS shall ensure the safety of students through strict enforcement of acceptable use guidelines and a filtered network that is consistently monitored for unacceptable content pursuant to 47 USC §254(h) and the Children's Internet Protection Act (CIPA).

Alleged violations involving student use shall be reported to the teacher who was supervising the student at the time of the alleged offense. The teacher or staff person shall report the alleged violation to the principal, who will investigate the incident, with appropriate input from the Technology department. If after the investigation there is a reasonable certainty that a violation actually occurred, the principal will impose sanctions, which may include limiting or suspending a student's internet privileges. Serious or repeated violations of internet or e-mail use could result in permanent loss of internet and/or e-mail privileges, and other disciplinary action consistent with the Student Handbook. If a student's misuse of internet or e-mails is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.



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## HAYWOOD COUNTY SCHOOLS STUDENT GUIDELINES FOR ACCEPTABLE USE OF MOBILE COMPUTING DEVICE

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### **Expectations for Use**

1. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
2. All users are expected to follow existing copyright laws.
3. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **Unacceptable Use**

1. Using the network for illegal activities includes violating copyright laws, downloading software without the proper license, or contract violations or downloading inappropriate materials, installing viruses and/or similar software, such as but not limited to hacking and host file-sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.



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6. Intentionally wasting finite resources, i.e., online time, real-time music.
7. Gaining unauthorized access anywhere on the network.
8. Revealing the home address or phone number of one's self or another person.
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card or allowing another user to access student's personal account, password, or ID.
11. Coaching, helping, observing, or joining any unauthorized activity on the network.
12. Posting anonymous messages or unlawful information on the system.
13. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
14. Falsifying permission, authorization, or identification documents.
15. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
16. Knowingly placing a computer virus on a computer or network.

## **Acceptable Use Guidelines for the District's Network Computer Online Services**

1. General Guidelines:
  - a. Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
  - b. Students are responsible for their ethical and educational use of the computer online services in the District.
  - c. All policies and restrictions of the District's computer online services must be followed.
  - d. Access to the District's computer online services is a privilege and not a right.  
Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
  - e. The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the district.
  - f. When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.



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- g. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
  - h. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
  - i. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District's Student Code of Conduct
2. Network Etiquette:
- a. Be polite.
  - b. Use appropriate language and appropriate keying etiquette (Example: using all caps is considered yelling).
  - c. Do not reveal personal data (picture of yourself, home address, phone number, phone number of other people, picture of others).
  - d. Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
  - e. Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.
3. E-Mail:
- a. E-mail should be used for educational or administrative purposes only.
  - b. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
  - c. All e-mail and all e-mail contents are property of the District.

**Consequences of violations of the Acceptable Use Agreement include but are not limited to:**

1. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
2. The student will be responsible for restitution for the cost of the repair and/or technician fees to repair.



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3. Noncompliance with the guidelines published here and in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the Student Handbook. Violations of applicable state and federal law, including the Tennessee Code, Computer Crimes, Chapter 39 will result in criminal prosecution, as well as disciplinary actions by the District.
  
3. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Tennessee Open Records Act; therefore, proper authorities will be given access to their content.

## **Financial Responsibility**

1. Any laptop considered stolen will require a police report as documentation.
  
2. To replace damaged, lost or stolen items:
  - a. Laptop \$200
  - b. Power cord \$ 20
  - c. MIFI device \$ 84
  - d. Dropped/damage \$ 40
  - e. Liquid damage \$100
  - f. Missing keys \$ 30
  - g. Cracked screen \$ 40
  - h. Other damage TBD

## **Online Safety Training**

Online safety training is provided through Commonsense.org utilizing the Clever platform.

## **References/Authority**

Children's Internet Protection Act (CIPA) 47 USC §254(h)(1)  
Family Educational Rights and Privacy Act (FERPA) 20 USCA §1232(G) TCA §10-7-512  
TCA §39-14-602  
TCA §39-14-105  
17 USCA §107, 117  
HCS Student Code of Conduct  
Student Technology Acceptable Use Form  
Appendix A-HCS ACCEPTABLE USE AGREEMENT Form



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## HCS ACCEPTABLE USE AGREEMENT (Appendix A)

PLEASE PRINT ALL INFORMATION

### Student Section:

First Name																		
Middle Name																		
Last Name																		

I have read the [Student Technology Acceptable Use Agreement](#). I understand that the following actions are prohibited: copyright infringement, electronic theft, the creation of or consumption of pornography or gratuitous violence, harassment, abuse, stalking, invasion of privacy, slander, use for commercial or political purposes, interference with others in the process of their work, or any other illegal, or unethical activities. I agree to follow the rules contained in the policy. If I violate the rules I may lose my access privilege to the District's computer online services and may face disciplinary action. I will not: leave devices in lockers overnight or unlocked, carry them in heavily loaded book bags or back packs, leave them in unattended vehicles, or unsecured rooms, loan them to others or cause them to be unsecured or in a precarious situation either by action or failure to act.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Asset Tag Number Here:
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### Parent section

I have read the Student Technology Acceptable Use Policy. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I agree that HCS does not control the content of these Internet networks. I understand that if my child violates the Acceptable Use Guidelines, his/her access privilege to the District's computer online services may be revoked and may be subject to disciplinary action. Haywood County Schools has my permission to give network and Internet access to my child. I understand that my child will maintain this privilege as long as procedures described in the District's Acceptable Use Guidelines are followed. I understand the financial obligation should my child's device be damaged, lost or stolen.

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian name printed \_\_\_\_\_  
Home address \_\_\_\_\_ Phone \_\_\_\_\_