INFORMATION TECHNOLOGY RESPONSIBLE USE - STUDENTS   FILE: JIK

Purpose

This policy establishes the foundation for responsible use of information technology by ACPS students.

Definitions

Information technology is the application of computers and telecommunications equipment to store, retrieve, transmit and manipulate data.

Responsible use of information technology is use which supports or enhances the education of ACPS students. Responsible use includes but is not limited to:

1. Accessing ACPS information technology and social media for instructional purposes and ACPS-sanctioned activities consistent with instructional requirements.
2. Personal use of information technology and social media in a way that does not interfere with student work, cause disruptions to the school or classroom environment, result in additional costs to ACPS or violate ACPS policies or applicable laws.
3. Practicing responsible, ethical, and legal behavior, in compliance with federal, state and applicable copyright and fair use laws.
4. Exercising special care with ACPS-owned devices.
5. Practicing good digital citizenship through safe, supportive, effective learning environments which is dependent on students demonstrating respect for themselves and others.
6. Accessing information technology on the ACPS network for instructional purposes beyond the regular school day. In these cases, use must be in accordance with the educational goals of the school system.
7. Taking responsibility to safeguard usernames and passwords which help protect personal and confidential data. The use of sound recordings, video recordings, photos, and personal observations in a supportive positive educational environment in accordance with directory information and for approved educational purposes.
8. Participating in the Internet Safety instruction program provided by the school system at every grade level.

Policy Statement

Information technology use in the Allegany County Public Schools (ACPS) is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation that enrich the curriculum and the instructional program. Information technology extends the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. Use of the Internet for purposes of locating information and facilitating communication are critical literacy skills. Responsible use of information technology is required of students whether using personal devices and programs, school system devices, or school system programs.

Information technology use is a privilege which can be denied, revoked, or suspended for a period of time by teachers in their classrooms or by an administrator for the school. Inappropriate use will be addressed by school-based administrative disciplinary actions. There is no expectation of privacy while connected to the ACPS network. When students bring a portable communication device to school, they assume the responsibility for the loss, theft, or use of that device by others.

The use of the Allegany County Public School System's network shall be compliant with the Children's Internet Protection Act (CIPA). CIPA requires the use of filters restricting access to non-compliant resources which are deemed unacceptable for use by staff or students. ACPS information technology operations shall include back-up and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to comply with CIPA. CIPA compliance extends to ACPS owned equipment and to Bring Your Own Device (BYOD) equipment utilizing the ACPS Network.

Legal Reference			
Policy Cross Reference	**Adopted**	**Reviewed**	Revised June 12, 2007, 1st Reading July 12, 2007, 2nd Reading July 14, 2009, 1st Reading August 11, 2009, 2nd Reading August 9, 2011, 2nd Reading February 10, 2015, 1st Reading March 10, 2015, 2nd Reading April 23, 2015, 2nd Reading August 9, 2016, 1st Reading September 13, 2016, 2nd Reading

The following are prohibitions:

1. Students may only use a computing device such as a Smart phone, laptop and/or tablet during class time with the approval of the teacher.
2. Students will use telecommunications in the Allegany County Public Schools for educational purposes only.
3. Students are responsible for using the telecommunications provided in an ethical, responsible, and legal manner.
4. Students shall not alter, destroy, or vandalize data, hardware or software.

5. Students will access only those network resources that have the approval of a teacher.
6. Students are responsible for their behavior, language, and actions on the Internet which creates a school disturbance.
7. Students will comply with all provisions in the Allegany County Public Schools Information Technology Responsible Use Policy - Students (Policy File: JIK).
8. Use of telecommunications for commercial, gaming, purchasing, or illegal activities including but not limited to: Viewing, distributing, or importing (downloading) abusive, harassing, offensive, obscene, libelous, disruptive, pornographic, threatening, sexually explicit, or inflammatory language, pictures, or other material, knowingly spreading viruses violating copyright laws, using unauthorized software, impersonating another user on any computer or network in the Allegany County Public Schools is prohibited.
9. Students shall not use ACPS computers or networks for peer to peer file sharing or employ proxy avoidance information technology in an attempt to download unauthorized material or circumvent filters and firewalls.
10. Any harassment encountered on the Internet should be immediately reported to the supervising teacher/employee.
11. Students shall not install personal software or passwords on Allegany County Public Schools computers.
12. Students shall not use chat rooms and instant messaging services in Allegany County Public Schools for non-educational purposes unless the use is part of a controlled social network environment.
13. Students shall not reveal personal information, name, home addresses, telephone numbers, passwords or other personal information on the Internet, and respect the same privacy for others.
14. Students will use the telecommunications network in such a way that use of the network by others is not disrupted.
15. Students shall only link approved third party web sites to the school web site.
16. Any use of visual imaging may not invade the privacy of others, contribute to the bullying or embarrassment of others, or in any way demean others.
17. Violation of this policy will be treated as a disciplinary infraction.

Board Reviewed **04/23/15**	**Superintendent Approved** **04/23/15**