

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

STUDENT TECHNOLOGY ACCEPTABLE AND RESPONSIBLE USE POLICY

The Clarksville Montgomery County School System is committed to providing a safe, positive, and productive educational environment to enhance the college and career readiness of our students. CMCSS believes that all students should have access to technology (e.g. software, hardware, internet, and network access) when they act in a responsible, efficient, and courteous manner in compliance with all legal guidelines.

EDUCATIONAL PURPOSE

CMCSS has developed an extensive technology infrastructure, including hardware, software, and equipment, that is to be used for educational purposes consistent with the district's curriculum and the Tennessee Standards, in order to enrich learning both inside and outside of the classroom. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate.

As a student, I **WILL**:

- ✓ Follow the expectations set forth in the Student Code of Conduct.
- ✓ Use district provided technology for educational purposes only.
- ✓ Use district provided technology in a legal and ethical manner.
- ✓ Accept full responsibility and liability for my actions using district provided technology, network, and the internet.

As a student, I **WILL NOT**:

- ✗ Use district provided technology for illegal activities.
- ✗ Use district provided technology to harass, bully, or advocate violence or discrimination against another.
- ✗ Use CMCSS internet to create, access, or transmit profane, obscene, or pornographic material.

STUDENT INTERNET ACCESS

CMCSS will monitor computer and internet use through a variety of methods, including electronic remote access, to ensure compliance with district policies. There is no expectation of privacy when using the CMCSS network, internet, or district provided technology. In accordance with the Children's Internet Protection Act (CIPA), CMCSS uses technology protection measures including internet filters to prevent student access, to the greatest extent possible, to inappropriate sites and/or materials that the district deems harmful, including child pornography and obscenity. However, with the ever-changing nature of the internet worldwide, it is possible that not all inappropriate sites may be blocked.

As a student, I **WILL**:

- ✓ Use CMCSS internet access for educational purposes.

As a student, I **WILL NOT**:

- ✗ Use CMCSS internet access for illegal activities.
- ✗ Use CMCSS internet to advocate violence or discrimination towards others.

RESPONSIBLE USES

In order to ensure a safe, positive, and productive educational environment, students are expected to demonstrate the following responsible technology uses.

Personal Safety

As a student, I **WILL**:

- ✓ Keep my password and account information secure and private.
- ✓ Keep my student email account(s) secure and use them only for educational purposes.
- ✓ Secure my technology equipment and accounts at all times including when leaving a classroom.
- ✓ Report anyone who tries to use technology to hurt or harass me or others to a teacher or CMCSS staff member.
- ✓ Notify a teacher or CMCSS staff member when someone or something makes me uncomfortable related to the use of technology.

As a student, I **WILL NOT**:

- ✗ Disclose my home address, phone number, date of birth, or any other personally identifying information to anyone on the internet.
- ✗ Provide my password or account information to anyone other than my parent/guardian or CMCSS Technology Department staff.
- ✗ Allow another person to log in to my account or equipment other than CMCSS Technology Department staff. I understand that I will be responsible for all actions occurring on my accounts and equipment.
- ✗ Attempt to access or log in to the account or equipment of another student.
- ✗ Use technology to gain access to another student's information, such as another student's grades, private records, or other data.

Inappropriate Language and Activities

As a student, I **WILL**:

- ✓ Treat others with respect.
- ✓ Agree that the use of CMCSS technology equipment, network, and internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking privileges, disciplinary action, and/or legal action.

As a student, I **WILL NOT**:

- ✗ Create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.
- ✗ Participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others.
- ✗ Use obscene, profane, lewd, vulgar, threatening, discriminatory, or disrespectful language.
- ✗ Harass, cyberstalk, or make threats of violence or harm against another person.
- ✗ Knowingly or recklessly communicate false or defamatory information about a person or organization.
- ✗ Participate in the transfer of material that may be considered treasonous or subversive.

- ✗ Share private information about another person.
- ✗ Share a privately sent message without permission of the person who sent the message.
- ✗ Participate in sexting or create, access, or transmit sexually explicit images or language.
- ✗ Use technology for political, religious, commercial, or for-profit activities.
- ✗ Use technology to play games, download music, purchase or provide products or services, or participate in chatrooms or other social media activities that have not been directed by one of my classroom teachers.

System Security

As a student, I **WILL**:

- ✓ Allow CMCSS staff to review and monitor my activities on the CMCSS network, internet, or equipment at any time.
- ✓ Allow CMCSS staff to review, inspect, repair, upgrade, and/or collect any CMCSS technology equipment as necessary.
- ✓ Ask permission before connecting my privately-owned device to the CMCSS network or internet.

As a student, I **WILL NOT**:

- ✗ Install unauthorized software, apps, extensions, or plug-ins onto CMCSS technology equipment.
- ✗ Send or forward SPAM email, unsolicited commercial email (UCE), or “junk” mail.
- ✗ Attempt to bypass, disrupt, modify, or abuse CMCSS network access.
- ✗ Attempt to alter, add, copy, or delete any files that affect the configuration of CMCSS equipment or software.
- ✗ Attempt to access the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting a user’s identity or sharing or loaning network accounts.
- ✗ Install any internet-based file-sharing tools or programs.
- ✗ Intentionally spread computer viruses.

Plagiarism and Copyright

As a student, I **WILL**:

- ✓ Credit my sources when I am using files, information, images, or material created by others.
- ✓ Comply with all applicable copyright laws in the use of all media, information, and materials and model legal and ethical practices related to technology.
- ✓ Recognize that all work created in the classroom by me individually and/ or with the assistance of CMCSS employees is owned by me upon creation.
- ✓ Agree that all schoolwork created by me may be used by CMCSS in its publications and websites, provided that such original student work is credited to me, unless I provide written notice to CMCSS that such authorization is not granted (added from Code of Conduct Copyright Policy for Student Created Work).

As a student, I **WILL NOT**:

- ✗ Submit another person’s files, information, images, or material and claim it as my own.
- ✗ Copy, alter, damage, or delete the work of other students.

- ✗ Illegally download copyrighted internet-based music, video, or image files.

STUDENT RIGHTS

Free Speech

While student's right to free speech also applies to communication on the internet, the CMCSS internet and network are considered a limited forum, similar to a school newspaper. Therefore, CMCSS may restrict speech for valid educational reasons, as set forth in the Student Code of Conduct. Speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

Search and Seizure

Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage.

If there is reasonable suspicion that a student has violated this agreement, CMCSS policies, the Student Code of Conduct, or the law, an individual search will be conducted. The investigation will be reasonable and related to the suspected violation. Any student who is found in violation will be subject to the revoking of technology equipment, network, and internet privileges, disciplinary action, and/or legal action.

Due Process

CMCSS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through CMCSS technology equipment, network, and internet access. If the violation also involves a violation of the Student Code of Conduct, it will be handled as described in that document.

Limitation of Liability

CMCSS makes no guarantee that the functions or the services provided by or through the CMCSS network will be error-free or without defect. CMCSS does not warrant the effectiveness of internet filtering. CMCSS will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or content or information accessed by students. Students are responsible for making a backup copy of all files upon graduation or leaving the school system. CMCSS is not responsible for the accuracy or quality of the information obtained through or stored on the network. CMCSS will not be responsible for financial obligations arising through the unauthorized use of the network as the result of misuse. As a student, I acknowledge that use of CMCSS technology equipment, network, and/or internet signifies actual acceptance of this agreement and full responsibility including discipline, financial, and legal liability for my actions. Violation or abuse of electronic or internet or communication devices or any CMCSS policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Student Code of Conduct. CMCSS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Student Code of Conduct.

As a student, I **WILL**:

Accept full responsibility, including discipline, financial, and legal liability for my actions using CMCSS technology equipment, network, and internet.

- ✓ Release CMCSS and other affiliated organizations from liability for damages that may result from the use of CMCSS technology equipment, network, and internet.

Associated Documents: [INS-A016](#) Harassment, Intimidation, Hazing, and Bullying
[STS-M001](#) Student Code of Conduct
Children's Internet Protection Act

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/2/18		Initial Release
9/18/18		Updated hyperlinks. Not a revision.
6/30/22	A	Made changes to the Free Speech paragraph.
3/28/23	B	Deleted "Send file attachments that are greater than 5 MB in size without prior approval from the Technology Department."

***** End of Policy *****