

District: Yazoo County School District

Section: I - Instructional Program

Policy Code: IJ-R - Internet/Technology Acceptable Use Policy

INTERNET USE BY STUDENTS

APPROPRIATE STUDENT USE/ DISTRICT PROVIDED TECHNOLOGY

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. The Board endorses student use of the Internet and other District technology for learning and educational research. Use of District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, the student code of conduct, and state law.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology.

Additionally, use of the Internet is a privilege, not a right. Students are expected to follow Board policy and procedures at all times when using District computers, networks, the Internet, or other District technology. Students found to be in violation of board policy and/or administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or legal action. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time.

Inappropriate communications or other unacceptable uses or abuses of all District technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school District or its employees or disrupts

the educational environment. Prohibited also is student use of District technology for Internet social networking if such use is not directed by a teacher or school administrator in support of planned and approved learning activities.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

INTERNET ACCESS AGREEMENT

[NOTE: The following statement should be incorporated verbatim in any adopted Internet Access Agreement]

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

CROSS REF.: Policies EI - Computer Software Usage
 IJ - Technology and Instruction / Electronic Information Resources
 IJB - CIPA Policy-Acceptable Use
 IJBD – Responsible Use of District Issued Technology

Adopted Date: 12/2/2020

Approved/Revised Date:

District: Yazoo County School District
Section: I - Instructional Program
Policy Code: IJB - CIPA Policy - Acceptable Use

Acceptable Use -- Internet Safety Policy

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY:

It is the belief of the Yazoo County School District that the use of telecommunications, including the Internet, in instructional programs, is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational vision, mission, goals, and objectives of the school system.

1. It is the policy of the Yazoo County School District to implement, adhere to, and keep all protective measures (i.e. software packages up-to-date) as outlined more specifically below:
 - a. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications by the implementation and utilization of web content filtering software packages updated in order to adhere to and comply with all aspects and components of this "Acceptable Use" policy;
 - b. Prevent unauthorized access and other unlawful online activity by the implementation and utilization of various software packages that protect the YCSD network from any breach of data;
 - c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
 - d. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors of inappropriate matter on the Internet and the World Wide Web;
 - e. Prevent unauthorized access, including so called, "hacking," and other unauthorized activities by minors online; and
 - f. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that **ALL** school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies.

The superintendent or designee shall develop procedures for compliance with this policy. All guidance and procedures that align to this YCSD board policy can be found in two documents housed on the YCSD web page and they are:

- (1) Transitioning to a 1:1 School District Necessary Steps and Device Implementation Guidance Document; and
- (2) YCSD Chromebook Distant/Virtual Learning Device Guidance and Handbook for Students.

In each of these two documents, students and parents/guardians provide their signature as a commitment to abide and adhere to all of the YCSD policies and procedures, including annual fees and fines assessed for damage, to YCSD owned devices.

2. Definitions:

Key terms are as defined in the Children's Internet Protection Act.

3. Access to Inappropriate Material:

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, "blocking" and layers of protective firewalls shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Harmful to minors means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

4. Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the Yazoo County School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

- a. obscene, as that term is defined in section 1460 of title 18, United States Code;
- b. child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- c. harmful to minors.

5. Education, Supervision and Monitoring:

It shall be the responsibility of all members of the Yazoo County School District staff to educate, supervise, and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee and is implemented by multiple accessibility features on District purchased security software packages.

The superintendent or designee will provide age-appropriate training for students who use the

district's Internet facilities, as well as, District-owned devices that are checked-out by students. The training provided will be designed to promote the district's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy;
- b. Student safety with regard to: (1) safety on the Internet; (2) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and (3) cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Additionally, through the YCSD's LMS (Learning management System), Canvas, training videos for students will be embedded and required for viewing and will be authenticated by the LMS, to include a time stamp for when the videos were accessed and viewed by the student. Following receipt of all training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies therein.

Legal References:

Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Protecting Children in the 21st Century Act

CROSS REF.: Policies IJ C Technology and Instruction / Electronic Information Resources
IJ-E (1) C Internet Network Access Agreement
IJ-E (2) C Internet Parental Consent Form
IJ-R C Internet Use By Students
IJA-E C Internet Etiquette
IJA-P C Internet Administrative Procedures

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 8/5/2014
Approved/Revised Date: 8/25/2020

District: Yazoo County School District

Section: I - Instructional Program

Policy Code: IJBA - Personal Electronic Devices - Laptops, Tablets, & Mobile Devices (BYOD)

PERSONAL ELECTRONIC DEVICES -- LAPTOPS, CHROMEBOOKS, TABLETS, AND MOBILE DEVICES:

Responsible Use Guidelines:

Purpose:

The Yazoo County School District uses instructional technology as one way of enhancing its mission to "Create Next Generation Leaders." Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, YCSD will allow specific personal devices on the YCSD network and school grounds for students who follow the responsibilities as stated in the **Acceptable Use Policy** and all of the additional guidelines regarding B.Y.O.D. herein.

The Yazoo County School District strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available. Additionally, the YCSD offers the option of a District-owned device available for check-out by each student as long as he/she is a student of the YCSD and abides by and adheres to all of the policies and procedures associated with 1:1 devices in the YCSD.

An additional important component of B.Y.O.D will be education about appropriate online behaviors. Utilizing several platforms and strategies, the YCSD will review cyber-safety rules, the acceptable use policy, as well as other guidelines in relation to a student bringing his/her specified device to a school site for instructional use. These training sessions, with students, will occur frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors.

In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away and the student will be disciplined according to the guidelines set forth in the YCSD Student Parent Handbook.

Device Types:

For the purpose of this program, the word "devices" will include: laptops, Chromebooks, I-Pads, and tablets.

Please Note: Nintendo DS (and/or other gaming devices with internet access) is not permissible at any time.

Guidelines:

1. Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly the Internet - Acceptable Use Policy.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
4. Headphones and/or earbuds may be used with teacher permission.
5. Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes.
6. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities.
7. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge That:

1. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.

Students are Prohibited From the Following:

1. Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
2. Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
3. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct.
4. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
5. Printing from personal devices will not be possible at school.
6. Personal devices must be charged prior to school and run on battery power while at school. Charging of devices should not be expected at any school site within the YCSD.
7. The Yazoo County School District WILL NOT provide charging cords for students who are utilizing his/her own device in lieu of a District assigned device.

The Yazoo County School District is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. The Yazoo County School District takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Parents are responsible for any cost associated or incurred due to a personal lost, stolen, or damaged device.

Usage Charges:

The Yazoo County School District is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the YCSD wireless network to access the internet. The YCSD does not guarantee connectivity or the quality of the connection with personal devices. The Yazoo County School District Technology department is not responsible for maintaining or troubleshooting student-owned tech devices.

Adopted Date: 8/25/2020
Approved/Revised Date:

District: Yazoo County School District
Section: I - Instructional Program
Policy Code: IJBD - Responsible Use of District Issued Technology

Responsible Use of District Issued Technology

The Yazoo County School District provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the **Responsible Use of District Issued Technology Agreement**.

Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear.

The District shall assume the control of ownership and liability for personal devices and other equipment purchased under the Equity in Distance Learning Grant Program until the personal device or other equipment:

1. No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
2. Is sold to students in Grade 12 under the provisions of Section 37-7-459 and policy IJBC;
or
3. Is traded in to a vendor as part of a subsequent purchase

The superintendent shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

LEGAL REF: MS Code as cited.

CROSS REF: Policies EI – Computer Software Usage

IJB – CIPA Policy – Acceptable Use

IJBC – Student Purchase of District Issued Technology

IJ-R – Internet/Technology Acceptable Use Policy

[IJBD User Agreement.docx](#)

[IJBD Parent or Guardian Agreement.docx](#)

Adopted Date: 8/4/2020

Approved/Revised Date:

District: Yazoo County School District
Section: I - Instructional Program
Policy Code: IJEA - District Technology Issued to Students (1:1 Initiative)

YCSD DISTRICT-PROVIDED CHROMEBOOK, TABLET, OR OTHER COMPUTING DEVICE 1:1 POLICY

As part of the District's efforts to provide the tools and resources students need to be successful in today's digital age, the District makes access to computing devices available to all students as necessary for instruction.

Students in pre-kindergarten through twelfth grade will be provided access to devices at school and at home. A record will be kept that details what specific device is used by each student. In the event that a device is damaged (i.e., cracked screen, broken keyboard, etc.), the parent/guardian of the student assigned to that device will be responsible for repair/replacement costs. If a student repeatedly damages any YCSD computing device, disciplinary action may be taken.

The details set forth below are intended to apply to any district-owned device and to any student issued a district-owned device.

Terms of Agreement

All users of district-provided computing devices will comply at all times with Yazoo County School District (YCSD) Technology policies. Any failure to comply may result in termination of user rights of possession effective immediately, and the District may repossess the device. Any lost, stolen, or damaged devices must be reported to school authorities immediately.

The user's right to use and possession of the device terminates no later than the last day of enrollment, unless terminated earlier by YCSD or upon withdrawal from YCSD. Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this policies and all other District policies and procedures.

Equipment

When a device is issued to a student, an equipment check-out form listing all equipment will be completed. Students will be responsible for all equipment on the form.

Usage and Maintenance Fee

- Parents/Guardians shall pay a **non-refundable** annual usage and maintenance fee of \$25 for student use of devices.
- The annual fee is charged for each device.

Loss, Theft, or Full Damage

The loss, theft, or damage of a device should be reported to a district or school administrator immediately. If a device is lost or damaged as a result of irresponsible behavior, the user or the parent may be responsible for the full replacement cost of the device. (See Damage and Replacement Fees below.)

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. If the stolen device is not reported within three calendar days to a district or school administrator, the employee or parent/guardian may be responsible for full replacement cost of the device.

Once a police report has been filed, the District, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device. The District may disable the device remotely to protect the device and/or data on the device.

Damage and Replacement Fees

For damage that occurs to any district device provided to students and employees, there will be a required fee to cover damage by incident occurrence AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).

- First damage occurrence: \$50.00 fee to cover damage.
- Second damage occurrence: \$50.00 fee *plus* 25% of the repair cost to repair the laptop and possible loss of take-home privileges.
- Third damage occurrence: \$50.00 fee *plus* 50% of the repair cost to repair the laptop and loss of take-home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost.

Repossession

If the user does not fully comply with all terms of this policy and any other related YCSD policy, the District shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the device.

Unlawful Appropriation

Failure to return the device in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Daily Expectation

Students in grades Pre-K-12th are expected to have their devices with them at school daily. Students who leave their devices at home may face disciplinary actions. Students who habitually leave their devices at home may lose privileges of being able to take the device home.

Handling and Care

- Always keep the device in the district-issued or approved sleeve and case.
- Keep the device and case/sleeve free of any writing, drawing, stickers, or labels that are not applied by YCSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Power Management

- It is the user's responsibility to recharge the device's battery so that it is fully charged by the start of each school day.
- Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- All class work missed because of uncharged batteries must be made up on a student's own time.

Monitoring and Supervision

- Students are responsible for the safety and security of the device and any activity on the device.
- Any attempt to "jailbreak" or remove the YCSD profile may result in disciplinary action, including suspension.

Do not leave the device unattended in an unlocked classroom or unattended during an extracurricular activity.

- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility, and he/she will be assessed the damage fee.

User Data

All users are responsible for keeping backups of important data. If a device must be repaired, there may be a need to reset it to the original settings. The YCSD Technology Department will not be responsible for any user data that might be lost as a part of this process. Users shall save all data to their YCSD issued thumb/flash storage device.

Help and Support

Faculty and staff will be the only individuals to submit YCSD technology work orders or call the YCSD Technology Help Desk. Students will seek assistance from their classroom teacher as a first level of support. If the student needs additional assistance, he/she will visit the designated technology support area at school. An authorized individual will contact the YCSD Technology Department for additional assistance as needed. Students may be issued a temporary device while theirs is repaired.

Use of Personal Laptops and Tablets

Students will not be allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use each day in class. The District is not able to provide support or install software on personal devices; therefore, the use of personal devices is not a viable alternative to a district-provided device.

LEGAL REFERENCES: MS Code as cited.

CROSS REFERENCES: Policies EI – Computer Software Usage
IJB – CIPA Policy – Acceptable
IJBC – Student Purchase of District Issued Technology
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