

CHARLESTON COUNTY SCHOOL DISTRICT  
G - PERSONNEL  
Policy GBEBD Acceptable Use of Technology

## **Policy GBEBD Acceptable Use of Technology**

Issued 7/15

Purpose: To establish the board's vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

### **Acceptable Use**

It is the policy of Charleston County School District that use of district information technology shall be for district educational or business purposes, shall conform to district technology and security standards, and shall be ethical and comply with all applicable board policies and law.

This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act ([47 U.S.C. § 254](#)).

### **Applicability**

This policy applies to every person who uses a district computer, mobile device, or electronic system or service in any manner including employees, students, contractors, visitors, and volunteers.

### **Scope**

The following district systems and services are within the scope of this policy:

- telephones, smartphones, two-way radios, and facsimile systems
- computer systems including desktops, laptops, mobile devices, printers, and wired and wireless networks
- any electronic activity on CCSD Internet systems including, but not limited to, email, web content and systems, and district intranet content
- video systems, including distance learning and ETV systems
- software including, but not limited to, the following:
  - instructional and office software
  - district financial systems
  - human resource systems
  - student information systems
  - school and department websites
  - learning management software
  - digital workflow solutions
- all other district information technology or electronic communications, whether or not the device used is owned, leased, contracted, or otherwise utilized by the district, and regardless of the user's physical location

### **Standards for acceptable use of information technology**

Use of district information technology systems and services is subject to the following standards. By accessing or using these systems or services, the user accepts without limitation or qualification the terms and conditions of these standards.

### **Use shall be lawful and ethical**

Users may not engage in any of the following prohibited behaviors when using or accessing CCSD's Internet systems:

- communicating unlawful, threatening, harassing, libelous, defamatory, obscene, or offensive content
- accessing visual depictions that may be obscene, pornographic, or harmful to minors
- using false or deceptive identity
- obtaining unauthorized access to or alteration or disruption of a communications or computer system
- using the CCSD Internet system in a manner that interferes with the education of the user or others or the job duties of the user or others
- downloading, posting, reproducing or distributing music, photographs, video, or other works in violation of applicable copyright laws

Any music, photographs, and/or video should only be downloaded for district and not personal purposes. If a work specifies how that work may be used (through creative commons licensing, for example), the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner.

- engaging in plagiarism (taking the ideas or writings of others and presenting them as if they were original to the user)

### **Use by all personnel shall be for district business purposes**

- Use for commercial, personal, political, or religious purposes is prohibited. For example, "My car is for sale" is not permitted on the district web or email systems.
- Personal calls on desktop or "landline" phones are limited to incidental local calls.
- Personal long distance calls and personal calls on district-issued cell phones may be reimbursable to the district.
- Personal communication is not permitted on district email systems.

### **Use by students and teachers must be for educational purposes**

- Students using CCSD Internet systems including social media, student email, and digital workflow solutions for school-related communication and learning experiences will do the following:
  - make every reasonable effort to protect their own personal safety
  - promptly disclose to their teachers or other school employees any message or other activity they receive that is inappropriate or makes them feel uncomfortable
  - comply with the CCSD student code of conduct in all online behavior and communications
  - not allow their passwords to be saved on any CCSD computer or shared mobile device
- Teachers using CCSD Internet systems, including social media for instructional purposes will do the following:

be responsible for ensuring that every reasonable precaution is taken to protect students interacting online

model appropriate and responsible use

educate students about appropriate and safe online behavior when interacting with individuals on social networking websites

educate students in cyberbullying awareness and response

refer to the Common Sense Media Scope and Sequence and other free educational Internet safety resources available on the Internet

- Schools use a variety of online web-based interactive communication technologies to enhance students' learning. Social media sites must be used only for educational and school-related purposes in connection with lessons and assignments and to facilitate communication with teachers and other students. *“Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, micro-blogs, Internet websites, Internet forums, and wikis.*

CCSD limits access to these sites to individuals within CCSD. If access to a social media site will include individuals outside CCSD, parental consent is required.

If instructional Internet activities will involve social media, teachers must refer to the CCSD Instructional Use of Social Media Guidelines which are incorporated into this policy.

Teachers are responsible for reading and complying with terms and conditions of social media sites regarding user age and privacy settings.

### **Technology products, services, and use shall conform to district standards**

- Hardware and software to be installed on district systems must be district approved.
- Websites and web pages created for the district must be district approved.
- Technology and communications systems must be used in a secure manner.
  - Passwords are not to be shared, posted, or disclosed.
  - Malicious tampering, phishing, or hacking activities are prohibited.
  - Users may not intentionally seek information about or modify passwords belonging to other users unless an employee is authorized to do so.
  - Attempting to log in through another person's account is prohibited.
  - Users may not attempt to gain access to material that is blocked or filtered by CCSD.
  - Accessing, copying, or modifying another user's files without authorization is prohibited.
  - Antivirus scans are to be made on any software, executable code, scripts, email, or other data on devices to be connected to district networks.
  - Personally identifiable information on students and other persons that is protected by law or considered confidential is not to be disclosed to unauthorized persons.
  - Use of information technology shall comply with security standards established by the district through its information technology department.
  - Only authorized software is to be locally installed on district computers.

### **Conditions of use**

Safe and secure use by minors of district electronic communications (including email, social networking sites, and mobile apps) shall be assured. Use of district computers and mobile devices by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of district electronic communications, computer systems, and mobile devices shall be filtered for appropriate use and content. Filtering shall be provided for all Internet enabled computers used by students and staff. Filtering shall be disabled only for bona fide research or other lawful purposes.

Persons using district technology and electronic communications shall have no expectation of privacy in such use. Use of district technology and electronic communications may be monitored, logged, disclosed, deleted, or terminated by the district. Online activities of minors shall be monitored for appropriate use.

Employees have a duty to protect district technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to district authorities.

Violations of this policy and its standards may be cause for revocation of use privileges, disciplinary action, including termination, and law enforcement actions.

### **Disclaimers**

No warranties for the accuracy, quality, functionality, or availability of technology and communications are expressed or implied by this policy and these standards.

The district assumes no responsibility or liability for accuracy, integrity, quality, or acceptability of information or content of non-district technology including, but not limited to, non-district websites which may have links with district websites. Users are cautioned to use due care when accessing non-district information technology resources.

Adopted 1/26/98; Revised 2/23/98, 1/9/06, 2/11/08, 9/27/10, 7/21/15

Legal references:

Federal law:

Children's Internet Protection Act of 2000, [47 U.S.C.A. Section 254](#)(h).

Copyright Act of 1976, [17 U.S.C.A. Section 101](#), *et seq.*

The Digital Millennium Copyright Act of 1998, [17 U.S.C.A. Section 512](#).

Computer Fraud and Abuse Act of 1986, 18 U.S.C.A. Section 1030.

Electronic Communications Privacy Act of 1986, [18 U.S.C.A. Section 2510](#), *et seq.*

S.C. Code, 1976, as amended:

[Section 16-3-850](#)- Encountering child pornography while processing film or working on a computer.

[Section 16-16-10](#), *et seq.* - Computer Crime Act.

**CHARLESTON COUNTY SCHOOL DISTRICT**

---