

## **Catawba County Schools Acceptable Use Policy for Students Administrative Procedures for Board Policy 3.6140**

Catawba County Schools offers electronic network access for students, teachers, and staff within the school system. A component of the network is the Internet.

The purpose of having the electronic network is to support the instructional program – the North Carolina Standard Course of Study, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning.

Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources. In addition, they may have communications with individuals and groups around the world by having electronic pen pals, participating in projects with other schools, and joining educational newsgroups.

Users (and parents of users, if the user is under 18 years old) must understand that the Catawba County Schools system cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. The system does not condone the use of such materials and takes all reasonable precautions to limit access to these materials. The school system uses filtering and blocking technology, provides adult supervision, and trains students in responsible use of the service. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Catawba County Schools and their school.

### **Rules and Regulations**

- I. Acceptable Use: Catawba County Schools networks are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines of the Catawba County Schools. General school rules for behavior and communications apply as outlined in Board Policy 4.3600 – Code of Student Conduct. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:

- Violating copyright/trademark laws
- Using peer-to-peer file-sharing software programs (i.e. Napster and Napster-like services)
- Accessing email (e.g. Yahoo Mail), chat rooms, and other forms of direct electronic communications (e.g. Instant message services) except those set up and/or approved by school administration
- Forwarding personal communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information
- Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs
- Sending or soliciting sexually oriented messages or images

- Sending chain letters or soliciting money for any reason
- Changing settings on computers
- Disrupting the use of the network
- Accessing programs or computer equipment not designated for student use, including “hacking” and other unlawful activities
- Playing non-educational games

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite -- rudeness is never acceptable
- Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers)

Disciplinary Action: The following measures can be taken as a result of unacceptable use.

- School disciplinary action as defined by Catawba County Schools’ Board Policy
- Limitation or cancellation of user privileges
- Criminal prosecution as outlined in Board Policy 6.5500 – “Vandalism is the willful destruction of school property, equipment, or materials. The board will not tolerate vandalism and may seek criminal prosecution and take any legal action available for recovery of the loss.”

- II. Privileges: The use of the Catawba County Schools’ networks is a privilege, not a right. Inappropriate use will result in disciplinary action.
- III. Security: Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in disciplinary action. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities will be reported to the authorities.
- IV. Email Accounts: Students may be given individual accounts for instructional purposes. Only email accounts set up by the school may be accessed. School rules will govern their use and email will be monitored. Messages relating to or in support of illegal activities will be reported to the authorities.
- V. Privacy: School authorities may monitor all student work and email. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district servers and hard drives of individual computers are not private.
- VI. Disclaimer: Catawba County Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account and credit card information.

**Please fill in the form below and return the form to the school.**

**Catawba County Schools Acceptable Use Policy for Students**  
**Administrative Procedures for Board Policy 3.6140**

**Student Agreement:**

I understand and will abide by the above Rules and Regulations for Catawba County Schools' Networks. I further understand that any violation will result in the loss of access privileges, school disciplinary action, and possible criminal prosecution.

Student Name (please print) \_\_\_\_\_

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

School: \_\_\_\_\_

Expected Year of Graduation \_\_\_\_\_ Home Room Teacher \_\_\_\_\_

**Parent or Guardian Agreement:**

I have read the above Rules and Regulations for Catawba County Schools' Networks and understand that this access is designed for educational purposes only. I also recognize that it is impossible for the filtering and blocking technology to block access to all inappropriate materials. However, I accept full responsibility for my child's compliance with the above Rules and Regulations and, hereby, give my permission for my child to use Catawba County Schools' Networks.

Parent or Guardian Name (please print): \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This agreement will remain in effect as long as the student is enrolled in the school listed above, or until the parent submits a letter revoking permission for the student to use the CCS networks.**

## **Tsev Qhiantawv Catawba County Schools Tsocai Rau Tub Ntxhais Kawmntawv Siv Internet Administrative Procedures for Board Policy 3.6140**

Tsev qhiantawv Catawba County Schools muaj khasphijawj (electronic network) rau cov metub menyuam kawmntawv, cov xibfwb, nrog rau cov ua dejnum hauv tsev qhiantawv siv. Ib yam uas siv hauv khasphijawj yog nkag tau mus siv Internet.

Lub homphiaj ntawm qhov uas pub siv khasphijawj (computer) hauv tsev qhia ntawv yog kom pab rau kev qhia ntawv – Raws kev qhiantawv hauv xeev North Carolina Standard Course of Study, yam uas muaj rau sawvdaws kawm, nrog rau qhia txog tej yam uas kawm tag lawm, nrhiav lwm yam los pab muab tswvyim, thiab kawm tej yam los pab kom txawj ntxiv lawm yav tom ntej.

Raws kev siv khasphijawj internet, cov tub ntxhais kawmntawv, cov xibfwb thiab cov lis dejnum rau tsev qhiantawv saib tau tej yam uas qhia niaj hnub niam no, xws li xovxwm, tej yam qhia los ntawm cov lagluam, saib cov ntaubntawv ceev cia thiab, tshawb thiab saib txog cov tsev qhia ntawv, cov chaw ua haujlwm rau toomfwv, lwm cov chaw lis dejnum lossis koom haus, thiab nrog ntau yam los pab rau qhov kawm. Tsis tag li xwb, kev siv khasphijawj yuav muaj kev sib cev lus nrog lwm haiv neeg thoob ntiaj teb uas yog siv khasphijawj los tham nrog lwm tus los yog lwm pab tub ntxhais kawmntawv nyob rau lwm lub tsev qhiantawv koom kawm uake hauv lub khasphijawj.

Tus siv (nrog rau cov niamtxiv uas muaj cov menyuam tseem tsis tau muaj hnub yug 18 xyoo) yuav tsum paub tias tsev kawm Catawba County Schools tswj tsis tau tej yam uas muaj thiab saib tau nyob rau hauv kev siv khasphijawj Internet. Yuav muaj tej yam uas tsis zoo thiab koj yuav tsis pomzoo rau nws saib. Yog li tsev qhiantawv yuav tsis pub mus tshawb xyuas los yog saib qhov zoo li no. Tsev kawm yuav xyuas kom zoo heev rau feem no, xws li yuav siv kev tivthaiv thiab tsuas pub tej yam uas zoo tso tawm, muaj cov xibfwb qhiantawv saib xyuas cov tub ntxhais thaum lawv siv, nrog rau qhia cov menyuam sawvdaws siv raws txojcai. Yuav pub siv raws txojcai, qhov hais kom siv xwb. Tsev qhiantawv cov neeg lis dejnum, cov tub ntxhais kawmntawv, thiab cov ua niam ua txiv yog leejtwg tsis ua raws txojcai, yam saib tsis taus lwm tus uas siv khasphijawj yuav tsis pub siv khasphijawj ntxiv lawm raws txojcai teev muaj nyob hauv tsev qhiantawv Catawba County Schools.

### **Txojcai thiab Kev Tswj**

- I. Siv Raws Li: Tsev qhiantawv Catawba County Schools kev siv khasphijawj (computer networks) yuav tsum ua zoo siv raws txojcai tswjfwv, thiab tsuas siv li qhov pub siv los kawm ntaubntawv raws tshoojcai teev hauv tsev qhiantawv Catawba County Schools xwb. Cov cai tswjfwv kev kawm txojkev sib cev lus mus los thiab qhov ua txhaum muaj teev nyob rau tshoojcai Board Policy 4.3600 – Tshoojcai Tswj Cov Menyuaam Kawmntawv. Tsis pub siv los yog luam tej ntaub ntawv txhaum txojcai hauv toomfwv Federal losyog hauv xeev.

Tsis pub siv raws qhov qhia hauv no, tabsis kuj tsis tag li cov teev hauv no xwb, thiab:

- Tsis pub ua txhaum raws li luam los yog kaj tej yam (Violating copyright/trademark laws)
- Siv tej yam xws li ob twg siv qiv ib tug leb koom uake ( peer-to-peer file-sharing software programs (i.e. xws li tej yam hu ua Napster)
- Mus saib email (xws li. Yahoo Mail), Sibtham, thiab lwm yam sib cev lus/sau ntawv mus los (xws li, Instant message services) tsuas yog siv tau cov uas pub siv los ntawm tsev qhia ntawv pom zoo xwb.
- Xa tauj mus rau lwm tus tej yam uas tsis tau tso cai los ntawm tus sau.
- Siv tej yam uas hawv yuav ua phem
- Siv los yog xa tej yam tsis pub siv dua (protected trade secret).
- Siv kev cev lus mus los (network) ua lagluam.
- Siv ua kasmuas los yog kom lwm tus paub txog (political or campaign).
- Txhob txwm siv lus phem xws li iab liam, cem lwm tus, ntxub ntxaug saib tsis taus lwm tus vim yog lwm haiv neeg, nyob lwm qhov tuaj, yog pojniam losyog txivneeg, kev ua plees ua yig tsis xws yus tus kheej, hnub yug, lub cev tsis txwmpeem, los yog dabqhuas kev kasmuas.
- Xa duab, sau txog tej yam kev sib deev los yog tso tej yam duab liab qab los saib los yog xa rau lwm tus.
- Sau ntawv xa rau lwm tus siv tauj (chain letters) thiab sau ntawm yuam los yog thov kom muab nyiaj (soliciting money)

- Pauv los yog tso tej yam ntxiv rau hauv lub khasphijhawj (change settings on Computer)
- Txhob txwm ua kom nkag los yog siv tsis tau khasphijhawj internet (disrupting the networking)
- Nkag rau hauv lub khasphijhawj uas tsis yog rau cov menyuum kawm siv mus kov, txhob txwm ua kom puas “hacking” nrog rau lwm yam uas txhaum txojcai.
- Siv internet nkag mus ua si tsis siv los kawm.

Txojcai Siv Internet: Cov siv Internet yuav tsum ua raws txojcai siv. Cov cai no tsuas pub siv raws qhov qhia hauv no, tabsis kuj tsis tag li cov qhia hauv no xwb, thiab:

- Yuav tsum paub cai – Tsis pub ua phem
- Tsis txob qhia ib yam dabtsi txog yus tus kheej thaum siv (xws li chaw nyob/ xovtooj, leb sauxaus, los yog tus leb tso nyiaj (checking/savings account numbers)

Rau txim rau qhov ua txhaum: Yuav raug txim raws li hauv no yog tsis ua raws tshoojcai siv internet khasphijhawj.

- Raug txim raws li tsev qhiantawv Catawba County Schools’ Board Policy tshoojcai teev
- Tsuas pub siv txog li los yog yuav tsis pub siv khasphijhawj li lawm.
- Raug txim raws li tshoojcai Board Policy 6.5500 – “Txhob txwm rhuav tshem txhais tau tias txhob txhwm ua kom tej yam mus hauv tsev qhiantawv, tej khoom puas. Pawg tswjfw m tsev qhiantawv tsis pub ib tug twg txhob txhwm lam rhuav tshem ib yam dabtsi yuav rau txim rau thiab kom them rau yam ua puas lawm.”

- II. Pub Siv: Kev siv tsev qhia ntawv Catawba County Schools’ cov khasphijhawj nws yog pub thiaj siv tau, tsis pub koj siv yeej tau. Yog siv tsis raws txojcai yuav raug txim.
- III. Kev Tivthaiv: Kev tivthaiv ceevfaj thaum siv internet khasphijhawj nws yog ib qhov tseemceeb heev, feeb ntau yog thaum coob leej siv nws. Nkag mus hauv khasphijhawj uas yog siv lwm tus lub npe los yog sib qhiv npe mus rau hauv txhaum txojcai. Yog pom tej yam dabtsi tsis zoo, txhawj txog qhia rau tus saib xyuas tsev qhia ntawv. Tsis txog qhia rau lwm tus txog qhov teebmeem. Ntawv qhia txog los yog muaj feebcuam txog qhov ua txhaum yuav qhia rau cov tswjfw m kev siv khasphijhawj.
- IV. Siv Email Hauv Internet: Cov menyuum kawmntawv yuav tau ib leeg ib tug email los siv rau qhov kawm. Tsuas pub nkag mus rau hauv tus email uas qhib hauv tsev kawmntawv xwb. Txojcai kawmntawv yuav siv los tswjfw m kev siv email thiab yuav ntsuam xyuas xawjmawm. Ntawv qhia txog los yog muaj feebcuam txog qhov ua txhaum yuav qhia rau cov tswjfw m kev siv khasphijhawj.
- V. Tsis Pub Paub: Cov tswj tsev qhiantawv muaj cai tshawb saib cov email thiab qhov cov menyuum kawmntawv nkag mus siv khasphijhawj. Cov kws lis dejnum siv internet yuav saib cov chaw uas koj tso tej ntaubntawv, tsis cev lus mus los kom kho thiaj tsis txhob puas thiab kom paub hais tias sawvdaws siv raws txojcai. Cov ntawv tso rau hauv lub khasphijhawj thiab hauv qhov chaw tswj kev xa thiab saib mus los (District servers and hard drive) nws tsis yog ib yam uas lwm tus saib tsis tau.
- VI. Tsis Lav: Tsev qhiantawv Catawba County Schools yuav tsis lav yog muaj tej yam tshwm sim los yog puas, xws li tej yam ntaubntawv uas cia hauv khasphijhawj es ploj lawm, xa tsis tau los yog tu ncu lossis tsis thwj lawm. Tus siv lub khasphijhawj yuav lav rau tej yam uas tau siv, txais tau los yog xa tawm hauv internet, xws li qhia txog tus kheej, chaw nyob, leb tso nyiaj hauv tuamtxhab los yog kev siv ntawv suam nyiaj (credit card).

**Thov teb cov lus nug hauv qab no es muab xa rov tuaj rau tsev qhiantawv.**

**Tsev Qhiantawv Catawba County Schools Tsocai Rau Tub Ntxhais Kawmntawv Siv Internet  
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Tub/Ntxhais Kawmntawv Pom Zoo:

Kuv paub zoo thiab yuav ua raws li txoj kevcai (Rules and Regulations) uas tsev qhiantawv Catawba County Schools tau teev tseg hais txog kev siv khasphijawj Internet. Kuv paub tias yog ua txhaum txojcai yus muaj peevxwm yuav tsis tau siv Internet thiab raug nplua raws li txojcai lijchoj teev tseg hauv tsev kawm.

Tub Ntxhais Npe (Thov Sau) \_\_\_\_\_

Tub Ntxhais Kawm Suamnpe: \_\_\_\_\_ Hnubtim: \_\_\_\_\_

Tsev Qhiantawv \_\_\_\_\_

Xyoo Yuav Kawm Tiav \_\_\_\_\_ Xibhwb Qhia Chav \_\_\_\_\_

Niamtxiv/Tus Saib Xyuas Menyuum Kawmntawv Kev Pom Zoo:

Kuv paub thiab tau nyeem cov kevcai (Rules and Regulations) rau tsev kawmntawv Catawba County Schools Networks. Kuv nkag siab meej tias kev siv Khasphijawj internet no yog siv rau kev kawm xwb. Tsis li, kuv pom tau tias kev txwv, tsis pub menyuum nrhiav tau lossis pom lwm yam muaj nyob hauv lub khasphijawj (computer networking) yuav txwv tsis tau. Tabsis kev nyeem cov kevcai (rules and Regulations) tag lawm. Kuv lav tias kuv tus menyuum yuav ua raws li cov kevcai teev tseg uas lo nrog ntawd no. Li no, kuv tsocai rau kuv tus menyuum los siv tsev kawm ntawv Catawba County Schools qhov internet (network) uas muaj nyob rau hauv Khasphijawj.

Niamtxiv/Tus Saib Xyuas Npe (Thov sau): \_\_\_\_\_

Niamtxiv/ Tus Saib Xyuas Suam Npe: \_\_\_\_\_ Hnubtim \_\_\_\_\_

**Tsab ntawv teev pom zoo no yuav tso siv hauv lub tsev kawmntawv uas koj tus menyuum kawm hauv no, lossis yuav siv txog hnub niamtxiv sau ntawv tuaj qhia tias tso menyuum siv khasphijawj networks hauv tsev qhia ntawv Catawba County Schools lawm.**