

BARNWELL COUNTY CAREER CENTER

STUDENT ACCEPTABLE USE/INTERNET POLICIES AND PROCEDURES

DIRECTIONS: *Parents and students should read this entire document carefully, then sign and date the accompanying Student/Parent/Legal Guardian Certification Form and return it to the school. Students who have permission will be allowed to use networked computers and to have access to the Internet.*

Students are expected to follow the rules set forth in this document, as well as any applicable state and federal laws, in the use of the BCCC network.

Students will promptly disclose to their teacher or other school personnel any message they receive that they feel is inappropriate or makes them feel uncomfortable.

Students should expect only limited privacy of the contents of any personal files on the BCCC computer system. This situation is similar to the rights of privacy in the use of student lockers. Routine maintenance and monitoring of the BCCC computer system may lead to the discovery that students have violated policies/rules addressed herein, or state/federal laws. If a violation is found, an investigation will follow that will be reasonable and related to the violation.

In the event there is a claim that the student has violated this policy appropriate action will be taken according to the BCCC Discipline Code.

Students and their parents/legal guardians should read the following carefully. **STUDENTS WILL NOT DO THE FOLLOWING:**

1. Use the BCCC computer network for commercial purposes. This means students may not offer, provide, or purchase products or services through the BCCC computer network. Any fees or charges resulting from misuse of the BCCC computer network will be the responsibility of students and their parents/legal guardians.
2. Post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.
3. Agree to meet with someone they have met online.
4. Attempt to gain unauthorized access to the BCCC computer network or to any other computer systems beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for "browsing".
5. Make deliberate attempts to disrupt the computer system or destroy data by any other means, such as spreading computer viruses. These actions are illegal. Deliberately deleting/destroying any computer programs, systems, or data files will not be permitted.
6. Use the BCCC computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
7. Provide their password to another person. Students will be held responsible for any problems or trouble this may cause. Passwords and other electronically recorded data are the property of

Barnwell County Career Center. Modifying passwords without appropriate authorization is prohibited. Any other computer access accounts other than those assigned to the individual should not be used. This includes misrepresenting self through the use of another person's ID or use of an anonymous ID and using another user's workstation while the user is logged onto the network. Each student should use only his/her login and password. This information should not be publicly displayed or shared with other individuals. If a student logs onto the computer network using his/her individual password, the student should log off the network when he/she leaves the workstation.

8. Search for security problems in the BCCC computer network; this will be considered as an illegal attempt to gain access.
9. Download software without following BCCC virus protection procedures and without permission from someone in authority.
10. Use inappropriate language in public or private messages or in other material that may be accessed by others. Inappropriate language includes:
 - a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
 - b. Language that could cause damage or a danger of disruption.
 - c. Personal attacks, including prejudicial or discriminatory attacks.
 - d. Harassment, or persistently acting in a manner that distresses or annoys another person; if a student is told by a person to stop sending them messages, the student must stop.
 - e. Posting false or defamatory information about a person or organization.
11. Post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
12. Plagiarize works found on the Internet; plagiarism is taking the ideas or writing of others and presenting them as if they were the student's own.
13. Violate the copyright rights of owners. Copyright violations occur when a student inappropriately reproduces a work that is protected by copyright. If a work contains directions that specify appropriate use of that work, the student must follow the expressed requirements. If a student is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner. Copyright laws can be very confusing, so if students have questions, they should ask their Instructor. Unauthorized accessing or duplication of computer programs, systems or data files will not be permitted. This may also be a copyright violation and as such is subject to federal copyright laws. Computer programs and manuals are copyrighted property and are not to be copied or altered in any form.
14. Vandalism of computer hardware will result in disciplinary action. Vandalism includes, but is not limited to, removing mouse ball and/or mouse, etc. Deliberately tampering with a computer system includes: switching cables, disabling fans, removing patch cables, disconnecting printers, disconnecting monitors, etc. Theft or vandalism of any computer, printer, port, file server or computer accessories will result in disciplinary action.
16. Use the computer to tamper with, change or alter records or documents of BCCC - including grades, financial information, etc.

17. Access restricted computer equipment, such as servers or locked cabinets with electronic equipment, without authorization.
18. Caring for computer equipment is a serious issue. Objects should not be placed on monitors, computers or keyboards. Food and beverages should never be used in the vicinity of computers.
19. Student Internet activities will be monitored by BCCC Network Administrator to ensure students are not accessing inappropriate sites that include obscenity, pornography or anything that is harmful to minors. The BCCC Network Administrator will use filtering software to protect students from inappropriate access, as required by the Children's Internet Protection Act.

Website Information Guidelines:

Barnwell County Career Center makes no guarantee that the functions or the services provided by or through the BCCC computer network will be error-free or without defect. BCCC will not be responsible for any loss of data or interruptions of service. BCCC is not responsible for the accuracy or quality of the information obtained through or stored on the system. BCCC will not be responsible for any financial obligations arising from the unauthorized use of the system.

When students are using the BCCC computer network, they should remember that in using the network they are leaving little "electronic footprints"; therefore, the odds of getting caught doing something against the rules or the law are about the same as in the "real" world.

No student or employee's personal information (e.g. home address, home email address, or home phone number) will appear on the Barnwell County Career Center website.

Bullying/Cyberbullying

a. The Barnwell County Career Center prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

b. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

c. Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the Director of BCCC.

For Parents/Legal Guardians (Parent/Legal Guardian Signature Required):

As the parent/legal guardian of this student, I have read and I understand the BCCC's Acceptable Use/Internet Access Procedures policy and rule as they apply to students. I understand that this access is designed solely for educational purposes. I further understand that if my child violates the conditions and rules stated in the Acceptable Use/Internet Access policy and rule, then his/her access privilege may be revoked and disciplinary action may be taken. I also understand that if my child incurs any unauthorized costs in the use of the Internet, I will be responsible.

Signature of Parent/Legal Guardian

Date

Student Name



By checking this, the above agrees to use electronic signatures. Furthermore, they agree this is the equivalent of their manual/handwritten signature.

For Students (Student's Signature Required):

I have read and I understand the BCCC's Acceptable Use/Internet Access Policy for students. I understand and will abide by the conditions and rules in this policy. I further understand that violations of these conditions and rules are unethical; some may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken. My parents/legal guardians and I will be responsible for any unauthorized costs, and appropriate legal action also may be taken.

Signature of Student

Date

*Must Be Completed By All New Students



By checking this, the above agrees to use electronic signatures. Furthermore, they agree this is the equivalent of their manual/handwritten signature.

**To Be Completed By Currently Enrolled Students