



GTCHS Internet Responsible Use Handbook

1. Overview

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the School nor the School employee controls the content of the information available on the systems. Every effort will be made by the School to monitor and restrict ready access to known objectionable sites. However, the School does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Greenville Technical Charter High School (GTCHS) is committed to protecting Greenville Technical Charter High School's students, employees, partners and the school from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Greenville Technical Charter High School. These systems are to be used for educational purposes in serving the interests of the school, and by our students and employees in the course of normal operations. As such there is no expectation of privacy, and end users should understand that technology resources at GTCHS are a privilege and should not be abused under any circumstances.

It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. All web traffic, email message, and chat message are logged and audited from time to time.

2. Purpose

The purpose of this handbook is to outline the responsible use of computer equipment at Greenville Technical Charter High School. These rules are in place to comply with the Children's Internet Protection Act (CIPA) that was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the internet and to protect the student, employee and Greenville Technical Charter High School. Inappropriate use exposes GTCHS to risks



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including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This guide applies to the use of information, electronic and computing devices, and network resources to conduct Greenville Technical Charter High School business or interact with internal networks and business systems, whether owned or leased by Greenville Technical Charter High School, the student, the employee, or a third party. All students, employees, contractors, consultants, temporary, and other workers at Greenville Technical Charter High School and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with GTCHS policies and standards, and local laws and regulation.

This guide applies to employees, contractors, consultants, temporaries, and other workers at Greenville Technical Charter High School, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Greenville Technical Charter High School.

4. Guidelines

Responsible Use

The following activities are, in general, prohibited. Under no circumstances is a student, or employee of Greenville Technical Charter High School authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Greenville Technical Charter High School Networks or Equipment.

GTCHS reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for GTCHS, students, employees, schools, network or computer resources, or (2) expend GTCHS resources on content GTCHS determines lacks legitimate educational purpose, or (3) content GTCHS determines is inappropriate.

The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or school protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other



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- software products that are not appropriately licensed for use by Greenville Technical Charter High School.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Greenville Technical Charter High School or the end user does not have an active license is strictly prohibited.
 3. Accessing inappropriate material on the school provided networks which may include tasteless material, pornographic imagery, sexually explicit or suggestive material, illegal movie websites, etc.
 4. Usage of "VPNS," "Proxies," or any other form of software or website intended to mask a device's identity, or circumvent security and/or content controls at GTCHS. The installation of such software on a personal device that is connected to the GTCHS-GUEST or GTCHS-BYOD network is also strictly prohibited.
 5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
 6. Revealing an account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
 7. Using a GTCHS computing asset to actively engage in transmitting material that is in violation of sexual harassment policies and laws.
 8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee/student is not an intended recipient or logging into a server or account that the student or employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 9. Port scanning or security scanning is expressly prohibited unless prior notification to GTCHS IT is made.
 10. Executing any form of network monitoring.
 11. Circumventing user authentication or security of any host, network or account.
 12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.



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Email Communication & Privacy

When using school resources to access and use the Internet, users represent the school. All chats and emails are logged and monitored, and that there should be no expectation of privacy. GTCHS reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. GTCHS will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through GTCHS Systems. By accessing a data network at GTCHS with a personal device, the end user agrees to reveal the MAC address, and device name, and any contents deemed necessary upon request to any Administrator at GTCHS, and the Director of IT.

The following activities are strictly prohibited:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Use of profanity, or any other explicit/suggestive language/imagery
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

Guidelines for Personal Devices

1. Students and staff are only allowed to access the internet through wireless networks designated for personal devices. Personal devices are not allowed to utilize any network resources other than the designated networks and resources. At no time should they use their personal cell service to access the internet. Therefore, there will be no additional cost to your data plan.
2. Responsibility to keep the device secure rests with the individual owner. GTCHS, its staff or employees, will not be liable for any device stolen or damages to any device on campus.
3. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal items in such situations.
4. It is recommended that appropriate skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.
5. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on School property, including school buses and during field trips.



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6. Each student is responsible for his/her own device; set-up, maintenance, charging, and security.
7. Devices are only to be used for educational purposes at the direction of a classroom teacher.
8. Administrators and staff members have the right to prohibit use of devices at certain times or during designated activities that occur during the school day (guest speakers, campus presentations, or other performances).
9. An administrator may examine a student's personal device and search its contents, in accordance with disciplinary guidelines.
10. When using personal devices on buses, students must have one ear bud in ear and have the volume at a level that can only be heard by the user of the device.

5. Enforcement of Acceptable Usage Agreement

Student Non-Compliance of the Acceptable Usage Agreement

The above information within this document outlines the general behaviors that are acceptable and non-acceptable while utilizing GTCHS owned equipment and wireless networks.

We also understand that there are times a student may unintentionally violate our guidelines. We will thoroughly investigate each incident and consider both intent and impact as we determine consequences.

Consequences for Non-Compliance

The following disciplinary measures can be taken at the discretion of GTCHS Administration and the Director of Information Technology:

1. Utilization of a personal device at GTCHS is a privilege. If a student is found to be in violation of the Acceptable Usage Agreement on a personal device, the student's personal device access could be suspended for a period of time ranging from one day through the remainder of the school year.
2. Students can also face disciplinary action that is consistent with the GTCHS student code of conduct including, but not limited to, Saturday School, In-School-Suspension, Out-of-School Suspension, and expulsion.

6. School Device Loan Program

We recognize that not every student will have a personal device available for use during eLearning days. Because of that, we will have a loan program available. If you need to utilize this program, please be aware of the following:

1. The equipment loaned to students remains the property of GTCHS.



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2. The equipment is for educational purposes and students are expected to limit the use of the equipment to that purpose. Students may not "sub-loan" the equipment to others, including family members.
3. The equipment must be returned the day the students return from eLearning days. If the device is not returned within 24 hours of returning to school, there will be a fee imposed.
4. The equipment must be returned in good working order. Please use good judgment when taking care of the device (i.e. do not carry while open; leave on the floor; work with it around food/water, etc.).
5. The equipment may only be used in keeping with all applicable school policies and guidelines.
6. The student and the guardians assume all personal responsibility for the device and will be financially liable for all equipment damage and/or loss of a Chromebook.

Replacement costs are as follows:

- a. Chromebook - \$275
- b. Charger - \$30
- c. Bag/Case - \$25

Damages can range from a cracked screen to something more extensive. Students and guardians will be responsible for any costs incurred by the school to restore the Chromebook to its original state.

Students who check out a Chromebook must complete a Loan of School Property Form, which includes and requires a parent signature. This form can be obtained from the Director of IT at GTCHS.

