



GTCHS Internet Responsible Use Guide

1. Overview

These guidelines are provided so students and employees of Greenville Technical Charter High School are aware of their responsibilities when using the Internet and school owned devices. All users are required to make efficient, ethical, and legal utilization of the network resources and devices. Any violations of these guidelines will subject the user to appropriate disciplinary action, possible denial of access to the Internet, and loss of privileges to use a GTCHS owned device.

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

Because access to the network and devices 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 any 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.

GTCHS is committed to protecting 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, Chromebooks, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of GTCHS. 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.

2. Purpose

The purpose of this handbook is to outline the responsible use of computer equipment at GTCHS. 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 GTCHS. Inappropriate use exposes GTCHS to risks including virus attacks, compromise of network systems and services, and legal issues.



GTCHS Internet Responsible Use Guide

3. Scope

This guide applies to the use of information, electronic and computing devices, and network resources to conduct GTCHS business or interact with internal networks and business systems, whether owned or leased by GTCHS, the student, the employee, or a third party. All students, employees, contractors, consultants, temporary, and other workers at GTCHS 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, volunteers, and other workers at GTCHS, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by GTCHS.

4. Guidelines

Responsible Use

The following activities are prohibited. Under no circumstances is a student, or employee of GTCHS authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing GTCHS 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:

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 software products that are not appropriately licensed for use by GTCHS.
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 GTCHS or the end user does not have an active license is strictly prohibited.
3. Accessing inappropriate material on the school provided networks which may



GTCHS Internet Responsible Use Guide

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 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 completed 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 and/or directed to access. 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 Director of 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.

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, device name, and any contents deemed necessary upon request to GTCHS



GTCHS Internet Responsible Use Guide

Administration, including the Director of IT.

The following activities are strictly prohibited:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising or solicitation 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. In the past, Students have been encouraged to connect their personal cell phones and computers to GTCHS Data Networks. Because we are utilizing a 1:1 network model, students are not permitted to connect their personal devices to any GTCHS Data Network.
2. Responsibility to keep the device secure rests with the individual owner. GTCHS, its staff, volunteers, 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 Personal Device (**Not School Owned Devices**) 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.
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. Students may not use cell phones during the instructional day while at school. Cell phones must be turned in at the start of each class to each teacher's designated location. Students are not allowed to take their cell phones out of the classroom, except when leaving at the end of the class, for early dismissal, or at the request of the school.



GTCHS Internet Responsible Use Guide

administration. Cell phones are only permitted to be used during morning wait time in the MPR or Auditorium until the bell at 7:50. At 7:50, students are moving throughout the building and may not use their cell phones while walking to class. Once students enter any building on GTCHS campus after 7:50, they are not allowed to use their cell phones.



GTCHS Internet Responsible Use Guide

5. 1:1 Chromebook Guidelines

1. All use of the Chromebook and network must support education.
2. Students and families must follow all guidelines set forth in this document and by school staff.
3. All rules and guidelines are in effect before, during, and after school hours for all school Chromebooks whether on or off the school campus.
4. Students are required to keep the Chromebooks in good condition. Failure to do so will result in bills for repair or replacement.
5. Students are expected to report any damage to their device as soon as possible. This means within 24 hours of the damage occurring if off-campus and immediately if on-campus.
6. Students who identify, or are aware of a security problem, are expected to convey the details to their teacher without discussing it with other students.
7. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, indicate harm to themselves or others, or make them feel uncomfortable.
8. Students may only log in under their assigned GTCHS username. Students will not share their password with other students at any time. While a parent or guardian may be aware of the password for supervision purposes, ultimately, the student is responsible for all actions associated with the Chromebook and its use. No other family member should have access to the passwords.
9. Students may not loan Chromebook components to any other person (including family members) for any reason. Students who do so will be held financially responsible for any loss of components.
10. Charge the Chromebook fully at the end of each day. The student is responsible for placing the Chromebook in a safe location and ensuring that the power cord is connected to the Chromebook each evening.
11. Store the Chromebook on a desk or table. Books and/or binders and other items should never be placed on top of a Chromebook. If the Chromebook is not in use, it should either be stored on top of a desk/table or in a safe space off the floor. A Chromebook should never be on the floor when at school or home.
12. A Chromebook should never be out or open if a student is consuming food or drink.
13. A Chromebook should not be left in a vehicle.
14. A Chromebook should be completely shut down before traveling.
15. Students are not permitted to place any stickers, decals, or additional markings on the Chromebook.
16. Students are not permitted to use the Webcam on the Chromebook for "Personal Use." Webcams should only be used for educational purposes only. Parents and Guardians are responsible for supervising students' usage of webcams.
17. Students should not use their Chromebooks to watch stream content such as movies for personal use or to interact with others on all forms of social media.



GTCHS Internet Responsible Use Guide

18. It is possible to print from a home computer using Google Cloud Print. For more information on this feature, use Google to search for Google Cloud Print. GTCHS will not provide technical support for personal/home equipment or use of district issued equipment at home.

6.A Chromebook Damage Policy

ACCIDENTAL DAMAGE vs. NEGLIGENCE

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue - not a financial one. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent. After investigation by school administration and determination by the authorized repair company, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student/parent could be held financially responsible for the cost of repair/replacement and the student may also be subject to disciplinary action if appropriate. Parents will be notified of the repair cost and invoiced.

Costs can include the Chromebook, Charger, fees/taxes, Case/Cover, and associated licenses

7. 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 device at GTCHS is a privilege. If a student is found to be in violation of the Acceptable Usage Agreement on a personal device or a school owned device, the student's personal device and GTCHS owned 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.



Parent/Guardian Responsibilities

Greenville Technical Charter High School (GTCHS) makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use and responsible use of Chromebooks/laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Responsible Use Agreement

Parent/Guardian Responsibility

In order for students to be issued a Chromebook, a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. This includes accepting Google Workspace Services. **A student will not be issued a Chromebook until the agreement has been accepted via the Schools' Online Registration Portal.**

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence
- Lost or stolen (must be reported to school and/or police immediately. In cases involving theft a police report will be required)

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use when the student is away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Suggestions**
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
 - Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
 - Only allow internet use in common rooms of the home (e.g.



GTCHS Internet Responsible Use Guide

- living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.