

Policies and Procedures for College NOW!

Student Responsibilities

Each student is responsible for the security of their College NOW! account.

- Students should immediately change their password upon enrollment and not share this password with anyone. If the student suspects that someone knows their password, they should change it immediately.
- Students should always log off when they have completed an online session. If they do not, others can use their logon to transmit inappropriate information (lessons, quizzes, e-mails, etc.).

Each student is responsible for communicating with the instructor.

- Students should use the In Touch (e-mail) System to ask questions or seek clarification.

Inappropriate Use of Student E-mail

Use of the **College NOW!** Student In Touch (e-mail) System is a **privilege** given to each student enrolled in an eSchool course. The system is monitored for inappropriate language, attachments, or any behavior which does not conform to the JCPSNet Student Acceptable Use Policy and the JCPS Uniform Code of Student Conduct.

- An offending student will receive a warning for the first infraction.
- The second infraction will cause the student to be withdrawn from **College NOW!**

Jefferson County Public Schools (JCPS) offers students access to electronic information through a service called JCPSNet. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using JCPS-Net, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- complete JCPS provided email training for those seeking an account;
- use the network for educational purposes such as conducting research for assignments consistent with the JCPS academic expectations; and
- use appropriate language, avoiding swearing, vulgarities, or abusive language.

Students will NOT:

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;
- use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network;
- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games;
- send or forward chain letters;
- use unauthorized software products (such as PointCast) which adversely affect network performance;
- create or share computer viruses;
- share access to their JCPSNet account, or use another person's account;
- maliciously attempt to harm or destroy data of another user; or,
- use network resources to otherwise violate the JCPS Student Code of Conduct.
- use network resources to disrupt the efficient operation and/or educational programs of the Jefferson County Public Schools.

JCPSNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary action under the guidelines of the JCPS Uniform Code of Student Conduct. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.