

MACON COUNTY BOARD OF EDUCATION
Employee Internet Acceptable Use Policy and Agreement

Reference: Board Policy 4.406 and 4.4061

The Macon County School District offers access to the internet for all students and teachers in all locations of their schools. The use of the Macon County School District's computer equipment and online communication services are privileges and not a right. Users must follow all requirements and expectations of this Acceptable Use Policy. All district guidelines and procedures for acceptable use of technology are intended to ensure that the district's equipment, applications, programs, and system network are accessible, protected, safe, and compliant for all users. The Macon County Board of Education recognizes that computers are used to support and enhance instruction. Our goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Board expects that the staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. An industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

Before any employee is allowed use of the district's Internet access, the employee will sign this acceptable use agreement.

The following are **NOT** permitted by any employee of the Macon County School System:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes

Network Etiquette Employees are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Use appropriate language. Do not become abusive in your messages to others. Never use a computer to harm other people. Show consideration and respect for others at all times.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- All communications and information accessible via the network should be assumed to be private property.
- Report security violations to the principal/appropriate administrator immediately
- Do not use a computer to steal. Do not copy software for which you have not paid, use computer resources without authorization, or plagiarize the intellectual property of others.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's computer work.
- Keep your password private.
- Be careful when using sarcasm and humor. Without face-to-face communication, a joke may be viewed as criticism.
- Always think about the social consequences of what you do on the network

Social Networking

The Macon County School System encourages and respects its employees' right under the First Amendment to the United States Constitution. Therefore, employees should not read this Policy to deter or limit their constitutionally protected freedoms.

As representatives of the Macon County School System, however, employees must maintain professional and appropriate relationships with their students and the community at large. Since many Internet Postings are available to the general public, employees' public postings should remain professional and appropriate for minor students' viewing. The same level of scrutiny will not apply to employees' private postings. Private postings include, but are not limited to; matters found on encrypted sites and invite only networks. However, when an employee makes those private postings available to students or parents, those postings should be treated as public and handled with the appropriate care. The Macon County School System requires its employees to apply the same amount of care to their Internet personas as they currently pay to their public reputations. In addition, Employees shall refrain from making any Internet Postings which contain disparaging postings about students, and shall not mention a student by name for incidences of discipline or any incidents which cast a student in an unfavorable manner in any Internet Postings.

- District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
- District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
- The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

A. LIABILITY

Employees should understand that they can be held legally responsible for Internet commentary. For example, an employee could be held personally liable for any commentary deemed defamatory, obscene, confidential or libelous. Therefore, employees should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted material, legal conclusions and derogatory remarks. Employees must also understand that the Macon county School System shall not be liable for any errors, omissions, losses or damages claimed due to those employees' Internet Postings.

B. CONFIDENTIALITY

Macon County School System employees often find themselves privy to confidential education records. Such confidential information shall never be shared or posted on the Internet in any forum (i.e., public or private).

C. REPRESENTATION

If an employee's Internet Postings or profiles identify him/her as a representative of the Macon County School System or its schools, each posting or profile shall be accompanied by the following disclaimer: "the views expressed on this site are mine and do not necessarily reflect the views of the Macon County School System." Furthermore, an employee's Internet Postings or profiles should not include trademarks/logos associated with the Macon County School System or its schools.

D. ASSOCIATION

Many Macon County School Systems employees' Internet Postings appear on sites officially associated with the System and/or its school. The System and its administrators retain editorial control over any Internet Postings found on those officially associated sites. As such, an employee must obtain written permission from the Macon County School System to associate or link his/her personal site or blog to an officially associated site.

PLEASE BE AWARE THAT VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

**Internet Acceptable Use Policy and Agreement
For Employees of the Macon County School System Form**

Employee Agreement

I understand that computer, network and Internet use in the Macon County School System is a privilege and not a right, and I understand that my use of this privilege may be revoked at any time for any reason.

I understand and will abide by the above Employee Internet Acceptable Use Policy and Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or legal action may be taken.

Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

- I understand that the Macon County School System will provide computer, network and Internet access, for educational purposes only, to qualified students, teachers, administrators and staff through its individual schools.
- I will ensure that all students who use the computers, networks, and/or Internet under my supervision abide by the Macon County School System's Acceptable Use Policy and Agreement issued by the Macon County Board of Education.
- I will supervise all student activities using technology in my classroom.
- I will set an educationally relevant objective for each technology activity that I supervise.
- I will abide by software copyright laws.
- I understand that the Macon County Board of Education does not condone and specifically forbids the unauthorized duplication of software.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied and criminal penalties, including fines up to \$250,000 per works copied, and imprisonment up to 5 years per title copied.

Employee's Full Name (Please Print): _____

Employee's Signature: _____

Date: _____