

Wayne County Internet Safety/Computer Acceptable Use Rules for Faculty and Staff

1. The computer network in the Wayne County School System is provided to students and staff for educational and research purposes. Staff members are not allowed to engage in commercial business activities (buying, selling, and advertising) over the network. Personal use is permissible so long as it does not interfere with staff productivity or educational activities. The use of our computer system should never create either the appearance or the reality of inappropriate use.
2. The Wayne County School System is not responsible for any delays, non-delivery of e-mail, or any loss of data as a result of using the Internet. The school system has no responsibility for the accuracy or quality of information obtained through the Internet. The Internet is unregulated and all of the information found on the Internet has not been verified for accuracy. Each user must exercise critical thinking skills when using Internet resources as source material. The school system will not be held responsible for the accuracy or quality of the information obtained from the Internet.
3. Electronic mail (e-mail) is not private. Staff members are cautioned not to include anything in a computer message that they would not want made public. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Each user is expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language (no profanity, obscenity or vulgarity), and not disrupting network use by other users. Users should not use school e-mail to annoy or harass others with language, images or threats. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
5. Do not send system-wide virus alerts. Please send any information about the virus to the technology staff to check the information. They will make sure necessary precautions are taken.
6. Do not forward spam, jokes, and chain letters to recipients in our e-mail system. Delete spam (advertisements you did not ask for), jokes, and chain letters from your mailbox. Be very cautious about sending messages to the school system group or school groups. The messages sent to those groups should be restricted to school and system educational purposes. You can post personal ads and other appropriate personal messages in our staff bulletin board in the Public Folders.
7. Do not use our network, e-mail, or computer system to reveal or publicize confidential information that includes information about students or other personnel in the system.
8. Do not forward any message unless you are sure you have the permission of the sender to do so. According to copyright law, the message was sent to you as an individual and has no forwarding or copying rights unless specifically stated. If you want to share the information, you should contact the sender and request permission. An exception would be if the e-mail was in response to a question you had asked and you had indicated that the responses would be shared with others.
9. Loading executable software onto a school computer or network by without the permission of the school network supervisor is prohibited. Staff computers should not be used to store pirated software, illegal material and inappropriate written or graphic material.

10. A filter is in place to eliminate objectionable sites. If a staff member discovers inappropriate material during a routine search that was not recognized by the filter, he/she should notify the school network supervisor immediately. Staff members should not attempt to bypass blocks on sites deemed objectionable by the school system. Teachers can request that blocked sites needed for a lesson plan be temporarily blocked or re-evaluated.
11. Teachers may design and publish web pages through the school network as part of classroom instructional activities. These pages may be published on the Internet as long as student privacy guidelines are observed.
12. Vandalism of computer hardware will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school's equipment or materials, data, and/or the computer/Internet network.
13. Vandalism of computer software will also result in disciplinary action. Software vandalism includes, but is not limited to, deliberate production or introduction of computer viruses, modifying passwords, tampering with the Internet filtering software, using passwords and logins assigned to other staff members, and accessing and/or modifying information to which the computer user has not been given appropriate authorization.
14. Because it may indicate a computer virus infection or similar security problem, all unusual system behavior, such as missing files, frequent system crashes, misrouted messages, and the like should immediately be reported to the technology staff. Users must not test or probe security mechanisms unless they have first obtained permission from the technology staff.
15. Staff members will be required to compensate the school or school system for any expenses or costs incurred relating to or arising out of such vandalism.
16. All computer users in the Wayne County School System must adhere to the copyright law regarding copying and installing computer programs. The law states that it is illegal to make or distribute copies of copyrighted software without authorization. For more details about copyright law, contact the school media specialist.

Guidelines for Email messages:

Right now every email user can send to the various mail groups (schools, related jobs, etc.) that we have set up. These groups are set up as a convenience to everyone in sending mail. All users need to abide by our guidelines in sending mail to these groups so that sending access does not have to be restricted. When you send to a group, you are sending to a large number of people who may or may not share your opinions or interests. Remember our BOE email is not your personal email. It is e-mail owned and regulated by a public educational institution. Once you send an email, you no longer have control over it. It can be forwarded to anyone, anywhere, for any purpose, and can develop a life of its own. The email will always have your email return address on it, which in our case, is obviously the address from an educational institution. Please follow these guidelines in using any of our email groups:

Appropriate types of email to BOE groups:

- Items related to school administration, function, activities, teaching
- Items concerning WCBOE school-sponsored fund raisers and school activities
- Items concerning educational opportunities of relevance to the staff
- Updates on health and well-being of staff members and their families, former staff members, and students.
- Items related to educational resources, tips, and instructions

--Forwarded messages that are directly related to school activities or fall under one of the above categories (Note: If you forward a message, it is good email manners to clean it up and not have multiple to and from before you get to the message.)

Inappropriate types of email to BOE groups (Remember--your BOE account is not your personal email account.):

--Political messages or statements. A reminder to the staff to vote is OK, but to vote for a specific person or item is not. Email about what you or someone else thinks about a specific candidate or political issue are not appropriate.

--Messages pertaining to your religious beliefs. Remember you are sending this unsolicited to everyone in the group, so you cannot assume that the message will be appreciated.

--Any item with content or language that would be generally inappropriate. If you don't want it published in the paper or your Mama to read it, don't send it.

--Fund-raisers not sponsored by the WCBOE.

--Items for sale.

--Forwarded messages not listed in the "appropriate" category above. You may think it's cute, funny, inspirational, or necessary, but not everyone will share your opinion or even have time to open forwarded email to see if they think the joke is funny.

Anytime you get a message that says "forward to everyone you know," it will be a bogus message 98% of the time.

--Items with large picture or file attachments that are not related to school activities.

We have a Bulletin Board set up in the Public Folders where you can post items for sale, fund raisers, or similar messages.