

Wayne County School System Internet Safety and Computer Acceptable Use Policies Policies, Procedures and Guidelines for Staff

Internet access is available to students and staff members in all Wayne County Schools. We are pleased to have this access in Wayne County and believe the Internet offers vast, diverse, and unique resources to both students and teachers.

Goals of Internet Access--

Internet access is provided to students and staff with the following goals in mind:

To promote educational excellence for the advancement and promotion of learning and teaching by facilitating resource sharing, innovation, and communication within our own community, the state, the nation, and the globe.

To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the Media Center resources, and to provide the opportunity for collaborative work.

To stimulate personal growth in information-gathering techniques, critical thinking skills, and communication skills; to significantly expand each user's knowledge base; and to promote intellectual inquiry and awareness of global diversity through worldwide communication and exploration.

To assist students in developing the intellectual skills needed to discriminate among information sources and to evaluate and use information to meet educational goals as posed to the student by the instructor.

Technology Protection Measures—

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions have been taken to restrict access to controversial materials. The school system provides an Internet filter (BESS by N2H2) that will not allow access to objectionable sites. (See Table 1: List of Blocked Sites.) This software restricts access by blocking sites containing words, images, phrases or searches using inappropriate terms. Sites are also blocked after human review of the contents. However, on a global network, with new sites being added constantly, it is impossible to control all materials, and students should be cautioned that it is possible for objectionable sites to be accessed even with a filter. When the software fails to block an objectionable site, BESS provides a means at the bottom of the page where the specific page or site can be submitted for review. We also have the capability to block specific sites locally. Anyone who accesses an objectionable site should contact a member of the technology staff immediately so that the appropriate measures can be taken. Conversely, if a user cannot access a site that he or she believes contains valuable material, the same procedure should be followed.

Internet Safety/Computer Acceptable Use Policies—

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Our Computer Acceptable Use/Internet Safety regulations are designed to make the user aware of the responsibilities they have when using computers in the Wayne County School System. If a user violates any of the Acceptable Use rules, future access could be denied. The user may also be subject to disciplinary action, up to and including expulsion or employment termination in the case of staff members.

Our policies and procedures include the following documents: these guidelines, the Computer/Internet User Rules for Students, the Computer/Internet User Rules for Elementary Students, a parent letter, and the Parent Statement used to deny photographs and publicity.

Duties of Teachers--

At the beginning of the school year, during advisement or handbook review, each teacher should review and explain the provisions of the Computer Acceptable Use/Internet Safety Rules to his/her students in an age-appropriate manner. The material included in these ‘Procedures and Guidelines’ is intended to give each teacher the background information to use when presenting the rules to his/her class. The students should be given a copy of the rules. There are two student forms available: one for elementary students and one for older students. The teacher should choose the one that is appropriate for his/her age group. The main purpose of this process is to impress on the student/user that our school system has a high level of expectation concerning computer/Internet usage.

Parents now realize that Internet access is available at school and will be a part of their child’s education. It is no longer necessary to get a parent’s signature on a user agreement since denying Internet access to the student is equivalent to denying them access to the Media Center. We have prepared a letter to be given parents as the school decides is necessary to adequately inform the public. Parents who do not want to have their child publicized in any manner have a form available to them in the principal's office that can be used to forbid school-related publicity such as photographs or any publication of a photograph on the Internet.

As part of the Acceptable Use rules, students are told they cannot access personal mail when it interrupts or is not part of instructional time. It is left to the discretion of the principal and/or teacher to deny access to student e-mail outside of instructional time. We do not provide individual e-mail accounts for students, although many students have their own account through other sources. However, there are classroom projects that might be assigned and QCC objectives to be met that will require e-mail contact with specific persons or groups. In this case, one wise course for the teacher would be to use his/her

school account so that it could be monitored. For special projects, the teacher can request temporary mail accounts for students to use for the duration of the project.

Students are to be encouraged to use their best grammar and spelling in messages so that their ideas are evaluated on their content rather than on their manner of presentation. Students should be cautioned not to type messages in all capital letters. This is considered “shouting” in telecommunication.

Students have Internet access in most classrooms in our school system. As part of many technology applications employed across the curriculum, the school may wish to publish a variety of teacher and student products on the Internet. The types of products may include, but are not limited to: creative writing, artwork, slide presentations, and audio/visual productions. Our policy in regard to web pages is that we do not publish an individual student picture or identify a student by name on the Internet. We may use group pictures without identifying individual students. Student work is to be identified only by the first name or initials of the student. In the event a student’s work is selected to be published, parent and student permission will be required to publish it. If an event occurs that the school feels makes it appropriate to publish a picture of a student and identify that student, both student and parent permission will be obtained first. However, school Intranets (where the web pages are not published on the Internet but can only be viewed within the school or through password-protected pages), are considered just like posting student work in the halls and will be allowed. (See Permission Form.)

Data received through the Internet is subject to the same rules of documentation as traditional information. Students should give credit for all material used in research. The high school has a handbook containing the rules for student documentation of items on the Internet. This information will also be posted on the system web site.

The Wayne County Internet Safety/Computer Acceptable Use policy itemizes the actions that are considered “vandalism” or inappropriate activities. The teacher should emphasize these actions when discussing the policy with his/her students.

Teachers are to employ the same supervision and care in determining appropriate use of the Internet as they use with other instructional materials. Staff members should become familiar with the computer/Internet use rules and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. If staff members become aware of student violation of the rules, they should contact the student and address the matter in accordance with the general disciplinary policies and procedures of the school.

Faculty/Staff E-Mail/Internet/Computer Use

The Wayne County School System provides Internet access to all employees, whenever possible. An e-mail account is being furnished to each teacher and administrative employee in the school system. This account is part of a central e-mail system housed at the Board of Education. All electronic communications messages (voice

mail, e-mail, and fax) using Wayne County Board of Education equipment are the property of the Wayne County Board of Education and not the property of the user. Wayne County School System communications systems should be used only for educational activities. Incidental personal use is permissible so long as it does not interfere with staff productivity or educational activities. Employees are not to use Wayne County School System e-mail or Internet connections for private business activities. Staff computers should not be used to store pirated software, illegal material and inappropriate written or graphic material. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored. The use of these systems should never create either the appearance or the reality of inappropriate use.

E-mail messages may be purged as necessary if individual mailboxes are too full. Employees are requested to delete unnecessary mail periodically. A reminder message will be sent to anyone whose mailbox reaches 50 megabytes in size.

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any computer system owned by the Wayne County School System.

Anyone who downloads any software to a Wayne County School System computer should first check it with virus protection software to make sure that no viruses would be added to the system. The employee should also make sure that the software is legal.

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.

Violation of these policies may subject employees to disciplinary procedures up to and including termination.

Confidentiality—

Each person's e-mail remains on the server at the BOE and can be accessed from school or home. Each e-mail account is accessed through a unique login name and password. You should not give your e-mail password to anyone else or leave it where others can access it. While reasonable attempts have been made to ensure the privacy of our electronic mail system, there is no guarantee that your mail is private. The Wayne County School system respects the rights of its employees, including their reasonable expectation of privacy. It is the policy of the Wayne County School System NOT to routinely monitor the content of electronic communications. The content of e-mail and the usage of e-mail systems will be monitored only to support necessary maintenance, auditing, security and investigative activities. However, it is entirely possible that in the course of normal system administration activities, your e-mail, and any data stored in

your account, will become visible to the system administrator. Also, school system employees who are responsible for servicing computers will, in the course of their job, be able to view the contents of your computer and e-mail. The technology staff may not review the content of an individual employee's communications out of personal curiosity or at the request of anyone other than the superintendent. Further, in case of a request from law enforcement authorities, your e-mail and other data may be made available to the requesting agency.

E-Mail Manners for Faculty and Staff--

- E-mail is not private. E-mail can be easily forwarded by your recipients and sent to others without your knowledge or approval. Therefore, you should not send anything in an e-mail message that you would not want made public. Once it leaves you, e-mail can take on a life of its own.
- Do not type your e-mail messages in all capital letters. Capitals should be used only for emphasis. In e-mail, the use of ALL CAPS is interpreted as shouting.
- 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.
- 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.
- Do not reveal or publicize confidential information that includes information about students or other personnel in the system.
- Be polite. Use appropriate language. Your e-mail communications should be professional and constructive. Treat people with the same courtesy and respect in e-mail as you would do face-to-face. Do not swear, use vulgarities or any other inappropriate language.
- Do not use the network in such a way that you would disrupt the use of the network by other users. (That means sending so many e-mail messages that you clog up the system.)
- Be concise. Use short paragraphs. Separate ideas with bullets.
- Do not use slang or idioms that could be misunderstood outside your own region or country. The recipient cannot "hear" your intonation. You cannot see his or her facial expressions as your message is being read.
- Never send e-mail when angry. Type it, then save it to a folder. After you are calm, reread it, edit, and then send. However, do not use e-mail as a replacement for face-to-face conversation.
- Do not send messages with blank subject lines. Messages with no subject are likely to be treated a junk mail.
- Proofread the "To:" list carefully before you click "Send." Is the message going to the people you really intended?
- Avoid "Reply All" to messages. Most people do not need to have a copy of every reply to the same message.

- Limit attaching large and multiple files and graphics. If you have a large file to send, make sure that the person you are sending it to has the capacity to receive it. Some e-mail systems limit the size of messages that can be received.
- 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.

Georgia Computer Systems Protection Act--

Students and staff should realize that there is a law in Georgia against “hacker-like” activities that will apply to anyone caught trying to “hack” or damage our school computer network. The act is the “Georgia Computer Systems Protection Act.” Georgia Code 16-9-93 (Section B).

(b) Computer Trespass. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:

- (1) Deleting or in any way removing, either temporarily or permanently, any computer program or data from the computer or computer network;
- (2) Obstructing, interrupting, or in any way interfering with the use of a computer program or data; or
- (3) Altering, damaging, or in any way causing the malfunction of a computer, computer network, or computer program, regardless of how long the alteration, damage or malfunction persists shall be guilty of the crime of computer trespass.

The act goes on to talk about computer Privacy and Theft;

Section C

(c) Computer Invasion of Privacy. Any person who uses a computer or computer network with the intention of examining any employment, medical, salary, credit, or any other financial or personal data relating to any other person with knowledge that such examination is without authority shall be guilty of the crime of computer invasion of privacy.

Section A

(a) Computer Theft. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:

- (1) Taking or appropriating any property of another, whether or not with the intention of depriving the owner of possession;
- (2) Obtaining property by any deceitful means or artful practice; or
 - a. Converting property to such person’s use in violation of an agreement or other known legal obligation to make a specified application or disposition of such property shall be guilty of the crime of computer theft.

(h) Criminal Penalties. (1) Any person convicted of the crime of computer theft, computer trespass, computer invasion of privacy, or computer forgery shall be fined not more than \$50,000 or imprisoned not more than 15 years, or both.

Copyright Law

All computer users in the Wayne County School System are expected to abide by the U.S. Copyright Law. Users are restricted from loading software brought from home on any computer without specific permission. This rule is designed to eliminate computer viruses and help ensure compliance with the copyright law.

1. The copyright law states that it is illegal to make or distribute copies of copyrighted material, including software, without authorization. This includes loading software purchased as a stand-alone unit on multiple hard drives. If a backup copy was not included at the time of purchase, an individual may make one copy for backup purposes. Loading of a computer program from a disk to a hard drive is interpreted as the making of a backup copy.
2. If a single copy of a computer program is purchased on a disk or CD-ROM, it can be used on only one computer at a time. Most computer programs require installation on the computer hard drive. If a user loads a copy of a program on computer A and only has the rights to one copy, then the program can only be used on computer A. The only way for the program to be used legally on another computer is for the user to erase the program from computer A before loading it on computer B. If the program needs to be loaded on more than one computer, additional copies of the program must be purchased.
3. If a single copy of a CD-ROM or a laser disc is purchased and it comes with installation software the installation software may be loaded on as many computers as needed. Since the physical copy of the laser disk or the CD-ROM can only be used one at a time, the user will be following the copyright law.
4. If a lab pack of software is purchased, the number of machines on which the software can be loaded is limited by the number of licenses purchased in the lab pack. For example, if a lab pack restricts use to five users, the program may only be loaded on five machines at the same time. If the user wishes to move one of the programs to a sixth machine, he/she will need to erase the program from one of the original five before proceeding.
5. Network versions are restricted for use on networks in that the program is loaded on the file server and accessed by computer workstations on the network. Network versions usually restrict the use of the program to a defined number of workstations.
6. Teachers, students, and community members are permitted to donate software programs to the school. The suitability of the gift must be determined by the principal or his/her designee prior to its being added to the school collection and loaded onto a computer. The donated programs must include license information, original disk(s) or CD-ROM(s), and written documentation, including manuals and/or any additional information to prove the school's ownership of the program. A letter of transmittal stating the transfer of ownership to the school should be on file in the school.
7. If copyrighted graphics or sound files are used in multimedia presentations, the following rules should apply:
 - a. The use of small segments of a copyrighted film, video, or sound file is acceptable. Using a substantial portion of an author's work is not permissible.
 - b. Use of a single image from a CD-ROM or laser disk for including in a computer-based, multimedia presentation is permitted. If a purchased product includes appropriate licenses for use, images from these products may be used as needed in the presentation.
 - c. Copyrighted scanned in images, such as cartoons, may not be used without the permission of the copyright holder.