



## Treutlen County Public School System Teacher/Staff Acceptable Use Policy



Internet access is available in the Treutlen County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation. On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Treutlen County Wide Area Network. It is the position of the Treutlen County School System (TCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

### **Internet Guidelines**

The Treutlen County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a TCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

### **Staff Due Process**

If a Treutlen County School System Staff violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated. The site administrator or designee will investigate allegations of Staff violations of Internet Acceptable Use Policy/Procedures. The Staff will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Treutlen County School System Code of Conduct will be handled in accordance with that code.

### **Internet**

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every TCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually.

### **Usage Guidelines:**

#### **A. Internet**

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

#### **B. Social Media Procedures**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

## **Procedures for TCSS Technology Issued to Staffs**

A. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Staff personal use of school district technological resources for amusement or entertainment is also prohibited.

B. School district technological resources are installed and maintained by members of the Technology Department. Staff shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

C. Under no circumstance may software purchased by the school district be copied for personal use.

D. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

### **Warranties**

The Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Treutlen County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the TCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator, Media Specialist or designated representatives.

### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

### **Internet Filtering**

The Treutlen County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides

the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Treutlen County School System. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that TCSS has put in place. Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited. The Treutlen County Board of Education is not responsible for the content accessed by users who connect to the Internet on school-owned devices via their personal or public Internet access points.

### **Vandalism**

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of TCSS technology equipment should not be used for unauthorized access to other networks.

### **User Information**

All TCSS users must complete and return a new Internet Procedures Agreement form at least annually.

### **Acceptance**

All terms and conditions as stated in this document are applicable to the Treutlen County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

### **Staff Electronic Communication Guidelines**

Staffs being assigned an email and/or a network account by the Treutlen County Schools Technology Department must follow certain guidelines. This will be a privilege available only to Staffs whose teacher deems it necessary to have these accounts for instructional purposes.

### **Guidelines**

1. Staff will use their email account and network login for school-related activities only.
2. Staff will NOT share their email or network password with anyone.
3. Staff will NOT use the email account to conduct commercial or for-profit business activities.
4. Staff will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Staff will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Staff will not upload viruses to or destroy data on the Treutlen County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

### **Cameras or other Recording Devices**

1. Video or still recording devices are not permitted to be used in the school, without teacher approval. This includes those devices found on a cellphone.