

# Colleton County Schools Employee Acceptable Use Policy

School Board Policy IFBG – E ▪ Approved August 19, 2008

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Access to Networked Information Resources (*file servers, e-mail, the Internet, computers, software, etc.*) is a privilege extended to employees for educational purposes. The Colleton County School District requires that each employee sign this form prior to using any Networked Information Resources.

## Employees will not engage in the following activities while using Networked Information Resources including the Internet.

- *Accessing Proxy servers (those web sites designed to bypass the district's web filter).*
- *Sending, displaying, or requesting offensive messages or pictures.*
- *Using obscene language. Harassing, insulting, or attacking others.*
- *Damaging or vandalizing computers, computer systems, or computer networks.*
- *Violate copyright laws.*
- *Using others' passwords. Trespassing in others' folders, work, or files.*
- *Intentionally wasting limited resources.*
- *Employing the network for commercial purposes.*
- *Purchasing anything which obligates the school to another party without prior approval.*

**Staff is required to immediately report any of the above violations by staff or students to the building administrator.  
Staff is required to verify the status of a student's AUP prior to allowing student access to network resources.**

*Sanctions may include loss of access to computers, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.*

## Network/Internet--Terms and Conditions of Use

**Acceptable Use** - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state, and federal laws. *The district reserves the right to use staff pictures and school contact information of individual staff members on the district/school web site.*

**Privileges** - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network.

**Warranty** - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through it services.

**User Privacy** - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by staff members. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

**Teacher Created Materials** - Teacher created materials located on district equipment will become and remain district property.

*I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. **I understand that the district's web filter can NOT block all unacceptable Internet traffic and because of this fact it is my responsibility to monitor student use of the Networked Information Resources AT ALL TIMES and that I am responsible for student conduct on computers during these times.***

Employee's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ *(this form must be on file at the employee's work site)*

**This form MUST be signed each year and turned into the school/site's main office.**