

# Acceptable Use for Internet & Electronic Mail by Employees Wilcox County Public Schools 2005-2006

All employees of the Wilcox County Public Schools MUST sign and return an Acceptable Use Policy for Employees in order to receive their network login and password.

The Internet is a world-wide computer network. The most basic functions provided by the Internet are access to remote informational facilities, file transfer, and electronic mail (e-mail). The Wilcox County Board of Education is committed to making advanced technology and increased access opportunities available to all employees. The goal of the district in providing access to administrators, teachers, and other employees is to promote educational excellence in schools by facilitating resource sharing, innovations and communications. The use of computers, the Internet and other on-line services shall be in support of education and research consistent with the educational objectives of the district.

1. The school system encourages employees to use e-mail and telecommunications tools and apply them in appropriate ways in the performance of tasks associated with their positions and assignments. The Office of Technology is responsible for providing procedures and inservice training for all users of the e-mail system. Workshops will be scheduled throughout the school year for employees.
2. The e-mail system shall provide the capability of sending and receiving telecommunications between all schools and central administrative offices. Employees shall communicate with telecommunication tools in a professional manner consistent with state laws and district policies governing the behavior of school employees and with federal laws governing copyright. All messages should pertain to school business.
3. E-mail and telecommunications shall NOT be utilized to share confidential information about students or district employees. Confidentiality of employee and student data shall be maintained by adherence to Board policy.
4. Communications over the WILCOXCO network shall NOT be considered to be private. Messages may be diverted accidentally, and messages may be reviewed to ascertain compliance with network guidelines for acceptable use. Files may be deleted which are not kept to a manageable storage level.
5. Teachers, administrators and others who make decisions regarding student access to the Internet shall, in making such decisions, at all times consider the district's stated educational mission and the Student Acceptable Use Policy. To the extent possible, students' use of the Internet shall be structured in ways which point students to those resources which have been evaluated prior to use. Students utilizing WILCOXCO Internet access shall be supervised by school system professional staff at all times.
6. The following uses of WILCOXCO provided Internet Access are NOT PERMITTED on the part of Wilcox County Public Schools' Employees:
  - a. Accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit material
  - b. Transmitting obscene, abusive, sexually explicit, or threatening language
  - c. Violating any local, state or federal statute
  - d. Accessing another individual's materials, information, or files without permission
  - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
  - f. Using others' passwords
  - g. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses
  - h. Intentionally wasting limited resources
  - i. Using the WILCOXCO network for commercial purposes
  - j. Harassing, insulting, or attacking others
  - k. Giving out personal information on-line such as full name, home address, phone number, etc.
  - l. Gaining unauthorized access to resources or entities

- m. Invading privacy of individuals
  - n. Altering the set up of computers
  - o. Failing to follow a district procedure while using computers or failing to follow an other policy or guideline established by the Wilcox County Board of Education or the user's supervisor and failure to follow instructions of supervisors
  - p. Seeking to gain unauthorized access to information resources or other computing devices
7. Users are responsible for maintaining a safe environment
- a. Users will keep passwords secure
  - b. Users will change password when directed by the network administrator
8. Any user identified as a security risk or having a history of problems with computer systems may be denied access.
9. The Wilcox County Board of Education makes no warranties of any kind, whether expressed or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk.
10. Any statement of personal belief found on the Internet or other telecommunication system is implicitly understood to be representative of the author's individual point of view and not that of Wilcox County Public Schools, its administrators, teachers, staff, or the participating school.

---

I have read and understand the Acceptable Use for Employees for the use of Internet and E-mail.

Name (print) \_\_\_\_\_

School/Location \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_