Hamilton County Schools
Technology Acceptable Usage Agreement

The Internet and email provides invaluable resources and communications to Hamilton County students and employees (hereafter referred to as "user"). Users accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

Scope of Use: To ensure that students receive a quality education in an intellectually stimulating environment, it is the goal of the Hamilton County Schools to provide all students with access to a variety of technological resources. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of the Hamilton County Schools. Thus, it is the intention of the Hamilton County Schools that all technological resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all users of Hamilton County Schools will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

Rules for Usage: The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Hamilton County Schools. Use of any and all technological resources is a privilege and not a right. Any violation of the Acceptable Usage Agreement may result in termination of usage and/or appropriate discipline. **All Hamilton County Schools students and their parent/guardians and all Hamilton County Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies**.

I. ACCESS:

A. Any user who accesses the district's network or any computer system for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement is on file.

B. The use of all Hamilton County Schools technological resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.

C. The district's network or any computer system is in effect an extension of the classroom experience. The user, student or employee, should use the same judgment as they would in a classroom.

D. Students accessing the internet by any means other than the District's network while in a Hamilton County School facility is prohibited.

E. All computers connected to the Hamilton County Schools physical network (a computer located at a Hamilton County School facility, either wired or wireless) must be the property of Hamilton County Schools unless approved by a principal or supervisor. Individuals are prohibited from connecting a computer to the Hamilton County School's network without first obtaining permission from a supervisor staff member.

F. Individuals may use only accounts, files, software, and technological resources that are assigned to him/her.

G. Individuals may not log in to or attempt to log in to the network by using another person's account and/or password or allow any other person to use his/her password to access the network, e-mail, or the Internet.

H. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and/or outside the Hamilton County Schools.

I. Individuals identified as a security risk may be denied access to the Districts technological resources. Any use of technological resources that reduces the efficiency of use for others will be considered a violation of this agreement.

J. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.

K. Individuals must not modify or attempt to modify hardware, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any security system, either with or without malicious intent.

L. The Supervisor and/or site administrators will determine when inappropriate use has occurred and each has the right to deny, revoke, or suspend specific user accounts and access. Users have the right to appeal the decision to the site administrator or Director of Schools.

II. PRIVACY:

A. To maintain network integrity and to insure the network is being used responsibly, the Supervisor reserves the right to review files and network communications.

B. Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on school system resources.

C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.

D. The Hamilton County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

E. All computer hardware and software belongs to the school system. All computer data including search histories and email communications transmitted on school system computers or by means of the school system network are subject to monitoring and may be archived.

F. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technological resources.

G. The system-wide technology staff performs routine backups of District servers. However, all users are responsible for the backup and storage of any critical files and/or data.

III. COPYRIGHT:

A. Illegal copies of software may not be created or used on school system equipment.

B. Any questions about copyright provisions should be directed to the Principal or Supervisor.

C. The legal and ethical practices of appropriate use of technological resources will be taught to all students in the system (i.e. during lab orientation, network orientation, etc).

D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Users are prohibited from the reproduction of or use of works, including but not limited to documents, pictures, digital recordings, music or graphics, without documented permission.

E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then should occur only under the supervision and direction of the Technology department. This includes duplicating original music CD's.

F. A backup copy of all purchased software programs should be made and thus become the working copy.

G. All original copies of software programs including those purchased with departmental funds will be stored in a secure place.

H. For security and insurance purposes, the Department or site administrators will be the only people with access to original software disks at a given location with the exception of CDs /DVDs. System-wide software originals will be housed at the district technology office.

I. If a single copy of any given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.

J. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District Technology Department and the person requesting the software will be responsible for determining how many copies should be purchased.

K. The site administrator at each location is authorized to sign license agreements for a site within the system. Copies of any system-wide license agreements must be signed by the District Technology Department and/or Superintendent and distributed to all schools that will use the software.

L. The District Technology staff or site technology assistant is responsible for installation of all software in use on the local area network and/or individual workstations within the Hamilton County Schools.

M. Users should not purchase software for use on District computers or other technological resources without prior consultation with the District Technology staff.

IV. ELECTRONIC MAIL:

A. Hamilton County Schools does not provide access to electronic mail or instant messaging for students.

B. HCDE employees are discouraged from using resources outside of HCDE to communicate with students or their parents/guardians. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the school district to monitor as they arise out of one's position as an educator. For official HCDE business, HCDE employees are strongly encouraged to use an HCDE email account when communicating with a student via email.

C. Emails between staff and students should be written as a professional representing HCDE. This includes word choices, tone, grammar and subject matter.

D. All data, including e-mail communications, stored or transmitted on school system computers shall be monitored. Hamilton County Schools' e-mail accounts may not be used for sending or attempting to send anonymous messages.

E. Hamilton County Schools' e-mail accounts may not be used for sending mass emails.

F. Hamilton County Schools' e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

G. E-mail correspondence may be a public record under the public record's law and may be subject to public inspection.

H. Instant messaging is prohibited.

V. INTERNET:

A. The intent of the Hamilton County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.

B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.

C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.

D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from parents, guardians, students, employees via this signed agreement.

E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

F. Permission is not transferable, and therefore, may not be shared.

G. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

VI. INTERNET FILTERING:

A. Internet access for all users is filtered by a filtering system provided through the school system's ISP and by the district firewall system through one central point, by URL and IP address.

B. URLs and IP addresses may be added to or deleted from the filtered list by the District Technology staff.

C. Employees may request a review for override of filtered sites from the District Technology staff.

VII. INTERNET SAFETY MEASURES

A. Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the Internet and World Wide Web;

2. Safety and security of students when using any form of direct electronic communications;

3. Preventing unauthorized access, including “hacking” and other unlawful activities by students on-line; and

4. Restricting students’ access to materials that may be inappropriate or harmful to them.

B. The processes for ensuring that the system’s resources are not used for purposes prohibited by law or for accessing sexually explicit material are:

1. Monitoring on-line activities of students;

2. Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic or potentially harmful to students; and

3. Maintaining a usage log.

C. All students will participate in Internet safety training, which is integrated into the District’s instructional program in grades K-12. Schools will use existing avenues of communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.

D. The District’s Internet Safety Policy and the Technology Acceptable Usage Agreement shall be reviewed, evaluated and revised, as needed, annually.

VIII. WEB PUBLISHING:

A. The Hamilton County Schools’ web site (http://www.hcde.org) has been established as a dynamic forum to provide the community with information regarding Hamilton County Schools. It serves as a communication vehicle to publicize the goals, accomplishments, activities, and services of each school within our District. Intended audiences include: students, parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of our District. Through the Information Technology Department, the Hamilton County Department of Education provides web server space in the same manner as commercial Internet Service Providers (ISP) as a service to schools allowing them to publish *approved content to the Internet.

B. The Hamilton County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.

C. All web pages must comply with all state, federal, and international laws concerning copyright, intellectual property and use of telecommunications.

D. By obtaining an account on this server, you are agreeing to abide by policies outlined in the Hamilton County Schools Web Account Policy (http://www.hcde.org/AUP) and the Hamilton County Schools Web Site Content Guidelines

IX. PROHIBITED USES:

The following activities are examples of inappropriate activities on any Hamilton County Schools network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

A. Using another user's password or attempting to find another user's password.

B. Sharing your own password.

C. Trespassing in another user's files, folders, home directory or work.

D. Saving information on ANY network drive or directory other than your personal home directory or a student specified and approved location.

E. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.

F. Harassing, insulting, threatening, bullying or attacking others via technological resources.

G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)

H. Intentionally wasting limited resources such as disk space and printing capacity

I. Accessing inappropriate web sites (sites containing information that is violent, illegal, sexually explicit, racist, etc.)

J. Sending, displaying, or downloading offensive messages or pictures.

K. Using obscene, racist, profane, lewd, discriminatory, threatening, or inflammatory language.

L. Participating in on-line chat rooms or the use of instant messaging without the permission/supervision of an adult staff member.

M. Posting any false, damaging or libelous information about other people, the school system or other organizations.

N. Posting any personal information about another person without his/her written consent.

O. Impersonating another individual.

P. Broadcasting network messages and/or participating in sending/perpetuating chain letters.

Q. Violating copyright laws.

R. Plagiarism of materials that are found on the Internet.

S. Use of technological resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

T. Use of any Hamilton County Schools' technological resources for personal gain, commercial or political purposes.

U. Use of Hamilton County Schools' technological resources for purposes of hacking into other local area networks or outside networks.

V. File-sharing or downloading file-sharing programs.

W. Participating in any other activity that is detrimental to students, the school, and the School District or school officials.

X. Attempting to bypass or bypassing the District's filtering system without authorization.

Y. Accessing the Internet via a network other than the District's network.

Z. Installing a wireless access point without prior permission from the Information Technology Network Administrator.

X. Social Networking:

A. HCDE recommends using Edmodo for social networking. Edmodo is a secure social learning network for teachers and students. See assigned school administrator for more details.

B. The line between professional life and personal life must be clear at all times. Staff members should only use their educational social media account or educational email account to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parent of such students. It is strongly recommended that staff reject requests from individuals who do not fit into these categories.

C. All staff members will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with the students (IE" Other "Friends" on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act (FERPA).

D. HCDE employees who wish to text students must notify parents at the beginning of school or semester and obtain signed permission from the parent(s).

E. HCDE employees who wish to utilize an approved HCDE website for communication must notify parents and obtain signed permission from the parent(s).

XI. Liability:

F. The Hamilton County Schools does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

G. The Hamilton County Schools does not guarantee the confidentiality of any communications or data transmitted on its system.

School Owned Technology

In some situations, school-owned equipment may be provided or loaned to staff and students. The following expectations apply:

1. Person receiving equipment is solely responsible
2. Person receiving equipment is responsible for care and maintenance
3. Person receiving equipment will use device for designated purposes

4. School is not responsible for unauthorized information (games, music, photos) added to device nor will school try to maintain information if repair is needed
5. Person receiving equipment is responsible for creating and maintaining backup of any personal data

Disciplinary Actions for Violation of Agreement: As a result of violating this agreement, below is a list of possible disciplinary actions:

1. Loss of Internet/Email privileges.
2. Other disciplinary action to be determined by school administration or supervisor

Appeal Process: An individual whose rights have been restricted or revoked has the right to appeal to the site administrator and the Director of Schools.

Hamilton County Schools
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I have read and agree to comply with the Hamilton County Department of Education Technology Acceptable Usage Agreement (http://www.hcde.org/AUP). I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including termination (employee) or suspension/expulsion (student).

_____ _____
Employee's Name (Please Print) Location

_____ _____
Employee's Signature Date

_____ _____
Student's Name (Please Print) Location

_____ _____
Student's Signature Date

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet. I further understand that deliberate misuse by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.

_____ _____
Parent/Guardian Signature Date