

# **8.60 - Technology and Telecommunication Plan and Electronic Communication Use**

## **Technology and Telecommunication Plan and Electronic Communication Use**

### **TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE**

#### **8.60**

1. The Alexander City School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
  
1. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Alexander City Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
  - Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
  
1. Alexander City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Alexander City Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:

1. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.

1. E-mail, World Wide Web pages, and other forms of electronic documentation:

1. Will not be obscene, abusive, or contain other inappropriate material.

2. Will require the same handling as other public records.

1. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.

1. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.

1. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.

1. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.

1. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

1. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Alexander City Board of Education provided equipment and network resources.

1. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Alexander City School System Acceptable Use Policy. The Alexander City School System will periodically update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

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- It is the policy of the Alexander City Board of Education not to archive emails.

**REFERENCE(S):**

**CODE OF ALABAMA**

**16-11-9, 16-21-1 to -3, AAC §290-1-4-.01(4)**

**HISTORY:**

**ADOPTED: 2006**

**REVISED: JULY 13, 2010**

**FORMERLY: 5.29**