

## **Atkinson County School System Network and Internet Acceptable Use Agreement for Employees**

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The Atkinson County School System recognizes that the Internet is a valuable educational tool and student access to the school network is consistent with the goal of promoting excellence in education. The school system's vision is to provide an environment that will enable our students to become technologically literate and life-long learners. The Atkinson County School System has state of the art technology including access to high speed Internet in the schools. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved.

Internet safety education will be integrated into the content areas in Pre-Kindergarten through 12th grade. Age-appropriate lessons that focus on safety, security, and ethics will be embedded in the curricula. Students will also be taught how to discern the validity of Internet sources, understand copyright laws, and explore legal issues related to Internet use. The school's Internet security filters restrict most access to social networking sites and inappropriate material. However, you may possibly come across material of adult content. The school system takes a no tolerance approach to accessing such material. Proper precautions should be taken by staff when using the Internet; and they will be made aware of the appropriate steps to take if they encounter a problem. To be permitted to access sites blocked by the filter, staff members must request approval through the Technology Services.

Staff members are responsible to utilize network resources for educational purposes. Use of such resources is a privilege, not a right. Unauthorized or inappropriate use, including any violation of these guidelines, may result in the cancellation of the privilege, reprimand, dismissal, and/or civil or criminal liability. Along with the privilege of Internet access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, software, and hardware.

Staff members are expected to honor the Acceptable Use Agreement or they may lose the privilege of internet access. The Atkinson County School System reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Within reason, freedom of speech and access to information will be honored.

The following are **not permitted** on any district computer, district network, or the Internet:

- Sending, receiving, or displaying pornographic messages, images, or materials.
- Using obscene or inflammatory language.
- Harassing, insulting, or attacking others. (cyber-bullying)
- Damaging, disrupting, or misusing computer systems, networks, or software.
- Making structural changes to facilities or moving electronic equipment (computers, printers, Whiteboards, projectors) etc. without prior approval of Technology Services and Principal.
- Violating copyright laws, confidentiality, and privacy laws.
- Using another's login and password.
- Trespassing in another person's folder, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial or personal financial purposes.
- Downloading unauthorized programs using school computers.

- Students use of staff accounts to access the network or the Internet.
- Student Internet use, without teacher monitoring and supervision.
- Using System E-mail for propagating unsolicited broadcast messages. (chain letters, mail bombs, virus hoaxes, spam mail, etc.)
- Accessing or attempting to access Internet sites or services blocked by system filter.
- Using personal electronic devices (i.e. non BOE owned technology equipment) at school (e.g. notebook computers, PDAs, printers, etc.) without the permission of Technology Services and Principal.
- Social networking sites (Facebook, Snapchat, etc.) during school hours without the permission of Technology Services and Principal.

**Social Media**

As educators we have a professional image to maintain and how we present ourselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity. Educators’ online identities are too often public and can cause serious repercussions. The inappropriate use of social media places your professional career at risk. As an employee of the Atkinson County School System, you are subject to the GAPSC Code of Ethics.

For the protection of your professional reputation, the Atkinson County School System recommends the following practices:

- Remember that people classified as “friends” have the ability to download and share your information with others.
- Weigh whether a particular posting puts your effectiveness as an educator at risk.
- Post only what you want the world to see. Imagine your students, parents, your administrators, visiting your site.
- Do not discuss students or co-workers or publicly criticize policies or personnel

I have read, understand, and agree to abide by the Atkinson County School System Network and Internet Acceptable Use Agreement for Employees, Board Policy IFBGC (Employee Computer and Internet Use), and have read and will enforce the system's Acceptable Use Agreement for Students. Please sign and return to Central Office.

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Employee Signature

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Employee Print Legal Name

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Date