

# Bradley County Schools Network Administrative Policy

## A. Purpose

1. Bradley County Schools is providing employees and students with access to the their electronic communication system, which includes Internet access.
2. The Bradley County Schools Network, here after referred to as the BCS Network, has a limited educational purpose. The purpose of the BCS Network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the BCS Network will be used to increase intra-communication, enhance productivity, and assist Bradley County Schools employees in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. Users may not use the BCS Network for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Bradley County Schools acquisition policies will be followed for the purchase of goods or services through the BCS Network.
4. Users may not use the BCS Network for political lobbying. Bradley County Schools employees and students may use the BCS Network to communicate with their elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the BCS Network for classroom activities, professional or career development, and limited high-quality self-discovery activities.

## B. District Responsibilities

1. The superintendent or his designee will serve as the coordinator to oversee the BCS Network and will work with state organizations and authorities as necessary.
2. The building principal or his designee, appointed in consultation with the Director of Technology, will serve as the building-level coordinator for the BCS Network, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system and be responsible for interpreting the BCS Network Acceptable Use Policy at the building level. The Acceptable Use Policy will be reviewed biennially by the AUP Committee consisting of the Director of Technology and Bradley County Schools technology coaches.
3. The Director of Technology will establish a process for setting up individual accounts, set quotas for disk usage on the system, establish a retention schedule for email and url records, establish a district virus protection process, and other activities deemed necessary for maintenance of the BCS Network.

## C. Technical Services Provided Through BCS Network

1. **E-mail.** E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to listservs to engage in group discussions related to educational subjects.
2. **World Wide Web.** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.
3. **Telnet.** Telnet allows the user to log in to remote computers.
4. **File Transfer Protocol (FTP).** FTP allows users to download large files and computer software.
5. **Newsgroups.** Newsgroups are discussion groups that are similar to listservs.
6. **Internet Relay Chat (IRC).** IRC provides the capability of engaging in "real-time" discussions. The BCS Network may provide access to internal IRC only for specifically defined educational activities.
7. **Blocking software.** The BCS Network will acquire software or purchase a third party service that is designed to block access to sites that are inappropriate to the purpose of the network.

**D. Access to the System**

1. **The BCS Network's Acceptable Use Policy** as established in Section L, will govern all use of the BCS Network. Student use of the system will also be governed by the current building disciplinary code as well as the BCS Network policy. Employee use will be governed by BCS Network policy.
2. **World Wide Web.** All Bradley County Schools employees and students will have access to the Web through the Bradley County Schools networked computers. An agreement will not be required. Parents may specifically request that their child(ren) not be provided such access by notifying the building principal in writing.
3. **Classroom Accounts.** Elementary age students will be granted e-mail access only through a classroom account or through a monitored email product such as Gagggle. No agreement will be required. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the building principal in writing.
4. **Individual E-mail Accounts for Students.** Secondary students may be provided with individual e-mail accounts. Secondary students will not have dial-up access to the system.
5. **Individual E-mail Accounts for Bradley County School Employees.** Bradley County Schools employees will be provided with an individual account. An agreement will not be required.

**E. Parental Notification and Responsibility**

1. **Bradley County Schools** will notify the parents about the BCS Network and the policies governing its use. Parents may request alternative activities for their

child(ren) that do not require Internet access.

2. **Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.**
3. **The Bradley County Schools Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for Bradley County Schools to monitor and enforce a wide range of social values in student use of the Internet. Further, Bradley County Schools recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Bradley County Schools will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the BCS Network. Bradley County Schools will make reasonable efforts to prevent the access of inappropriate material by implementing site blocking .**
4. **Bradley County Schools will provide students and parents with guidelines for student safety while using the Internet. The guidelines will be published on the web and referenced in the student handbook and will be reviewed each year by the student's homeroom teacher. Students will be given appropriate instruction in Internet safety as a part of any instruction using computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely.**

**F. District Limitation of Liability**

1. **Bradley County Schools makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the BCS Network will be error-free or without defect. Bradley County Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Bradley County Schools is not responsible for the accuracy or quality of the information obtained through or stored on the system. Bradley County Schools will not be responsible for financial obligations arising through the unauthorized use of the system.**

**G. Due Process**

1. **Bradley County Schools will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the BCS Network.**
2. **In the event there is an allegation that a student has violated Bradley County Schools Acceptable Use Policy, the student will be provided notice of the alleged violation and an opportunity to present an explanation before his or her building administrator.**
3. **Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the building level disciplinary code, the violation will be handled in accord with the applicable provision of the building level disciplinary code.**

4. **Employee violations of Bradley County Schools Acceptable Use Policy will be handled in accord with Bradley County Schools board policy.**

#### **H. Search and Seizure**

1. **All computer hardware and software belong to the Board therefore users should have no reasonable expectation of privacy, including the use of email communications. Bradley County Schools archives all emails sent and/or received on the system for a minimum of 12 months. After the set time has elapsed, email communications may be discarded unless notification of pending litigation or other good cause exists for retaining email records.**
2. **Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating Bradley County Schools Acceptable Use Policy, the building level disciplinary code or the law.**
3. **An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the building level disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.**
4. **District employees should be aware that their personal files and emails may be discoverable under state and federal public records laws.**

#### **I. Copyright and Plagiarism**

1. **Bradley County Schools policies on copyright will govern the use of material accessed through the BCS Network. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.**
2. **Bradley County Schools policies on plagiarism will govern use of material accessed through the BCS Network. Teachers will instruct students in appropriate research and citation practices.**

#### **J. Academic Freedom, Selection of Material, Student Right to Free Speech**

1. **Bradley County School Board policies on Academic Freedom and Free Speech will govern the use of the Internet.**
2. **When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend for student access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for**

those who hold divergent views.

**K. Web Sites**

1. All web sites will adhere to the Family Educational Rights and Privacy Act (FERPA)
2. **District Web Site.** Bradley County Schools will establish a Web site and will develop Web pages that will present information about Bradley County Schools. The Director of Technology or his/her designee will be designated the Webmaster, responsible for maintaining the District Web site.
3. **School or Class Web Pages.** Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site.
4. **Extracurricular Organization Web Pages.** With the approval of the building principal, extracurricular organizations may establish Web pages. Extracurricular Organization web pages may not be posted on the BCS network but rather will use a third party provider. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities. Organization Web pages must include the following notice: "This is an extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the Bradley County Schools.

**L. Bradley County Schools Acceptable Use Policy**

The Bradley County Schools Network, here after referred to as the BCS Network, has a limited educational purpose. The purpose of the BCS Network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the BCS Network will be used to increase intra-communication, enhance productivity, and assist Bradley County Schools employees in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

3. Users may not use the BCS Network for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Bradley County Schools acquisition policies will be followed for the purchase of goods or services through the BCS Network.
4. Users may not use the BCS Network for political lobbying. Bradley County Schools employees and students may use the BCS Network to communicate with their elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the BCS Network for classroom activities, professional or career development, and limited high-quality self-discovery activities.

The following uses of the BCS Network system are considered unacceptable:

1. **Personal Safety (Personal safety restrictions are for students only.)**

- a. **Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.**
- b. **Users will not agree to meet with someone they have met online without their parent's approval and participation.**
- c. **Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.**

## **2. Illegal Activities**

- a. **Users will not attempt to gain unauthorized access to the BCS Network or to any other computer system through the BCS Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."**
- b. **Users will not make deliberate attempts to disrupt the BCS Network, the school network, or an individual PC by degrading performance, destroying data, spreading computer viruses or by any other means. These actions are illegal.**
- c. **Users will not use the BCS Network to engage in any illegal act, including but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.**

## **3. System Security**

- a. **Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.**
- b. **Users will immediately notify the building principal if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.**
- c. **Users will avoid the inadvertent spread of computer viruses by following Bradley County Schools virus procedures. Users will not use technology (dialup, cellular cards) that would bypass the BCS Network on a district owned PC as this will not allow proper updating of virus definitions.**

## **4. Inappropriate Language**

- a. **Restrictions against Inappropriate Language apply to messages and material posted on Web pages.**
- b. **Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.**
- c. **Users will not post information that, if acted upon, could cause damage or a danger of disruption.**
- d. **Users will not engage in personal attacks, including prejudicial or**

**discriminatory attacks.**

- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.**
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.**

**5. Respect for Privacy**

- a. Users will not repost a message that was sent to them without permission of the person who sent them the message.**
- b. Users will not post private information about another person.**

**6. Respecting Resource Limits**

- a. Users will use the BCS Network only for educational and professional or career development activities, and high-quality, self-discovery activities.**
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.**
- c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.**
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.**
- e. Users will subscribe only to high quality discussion group listservs that are relevant to their education or professional/career development.**

**7. Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.**
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. The use of peer to peer networks for downloading files without proper permission from the copyright owner is prohibited.**

**8. Inappropriate Access to Material**

- a. Users will not use the BCS Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Bradley County Schools employees may access the above material only in the context of legitimate**

research.

- b. **If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their building principal or his designee. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.**
- c. **Users may not use the BCS Network for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Bradley County Schools acquisition policies will be followed for the purchase of goods or services through the BCS Network.**
- d. **Users may not use the BCS Network for political lobbying. Bradley County Schools employees and students may use the BCS Network to communicate with their elected representatives and to express their opinion on political issues.**

## **M. Your Rights**

### **1. Free Speech**

**The BCS Network system is considered a limited forum, similar to the school newspaper, and therefore Bradley County Schools may restrict your speech for valid educational reasons. Bradley County Schools will not restrict your speech on the basis of a disagreement with the opinions you are expressing.**

### **2. Search and Seizure**

- a. **You should expect no privacy in the contents of your personal files or messages on the BCS Network. As a Bradley County Schools student the situation is similar to the rights you have in the privacy of your locker.**
- b. **Routine maintenance and monitoring of the BCS Network may lead to discovery that you have violated this policy in your use of the BCS Network. You will be provided with a written notice of the suspected violation and an opportunity to present an explanation before your building principal.**
- c. **If the violation also involves a violation of other provisions of the building level disciplinary code, it will be handled in a manner described in the building level disciplinary code. Additional restrictions may be placed on your use of your Internet account.**

### **3. Due Process**

- a. **Bradley County Schools will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the BCS Network.**
- b. **In the event there is a claim that you have violated this policy or building level disciplinary code in your use of the BCS Network, you will be provided with written notice of the suspected violation and an opportunity to present and explanation before your building principal.**
- c. **As a Bradley County Schools student if the violation also involves a violation of other provisions of the building level disciplinary code, it will be**



handled in a manner described in the discipline code.

**N. Limitation of Liability**

**Bradley County Schools makes no guarantee that the functions or the services provided by or through the BCS Network system will be error-free or without defect. Bradley County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Bradley County Schools is not responsible for the accuracy or quality of the information obtained through or stored on the system. Bradley County Schools will not be responsible for financial obligations arising through the unauthorized use of the system.**

**O. Personal Responsibility**

**When you are using the BCS Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on the BCS Network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.**

**But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person it you. Your use of the Internet can be a mirror that will show you what kind of person you are.**