

EMPLOYEE ACCEPTABLE USE AND INTERNET SAFETY POLICY

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Access to networked information resources (file servers, email, the Internet, computers, software, etc.) is a privilege extended to employees for educational purposes. The Colleton County School District requires that each employee sign this form prior to using any networked information resources.

Employees will not engage in the following activities while using networked information resources, including the Internet.

- accessing proxy servers (those web sites designed to bypass the district's web filter)
- sending, displaying or requesting offensive messages or pictures
- using obscene language; harassing, insulting or attacking others
- damaging or vandalizing computers, computer systems or computer networks
- violating copyright laws
- using others' passwords; trespassing in others' folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- purchasing anything which obligates the school to another party without prior approval
- unauthorized disclosure, use and dissemination of personal information regarding minors

Staff is required to immediately report any of the above violations by staff or students to the building administrator.

Staff is required to verify the status of a student's AUP prior to allowing student access to network resources.

Sanctions may include loss of access to computers, disciplinary action consistent with school board policies and/or notification of law enforcement agencies when criminal conduct is suspected.

Network/Internet terms and conditions of use

Acceptable use

Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. The district reserves the right to use staff pictures and school contact information of individual staff members on the district/school web site.

Privileges

The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district technology center will deem what is inappropriate use and this decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network.

Warranty

The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions obtained via the Internet.

School District of Colleton County

The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

User privacy

The Colleton County School District reserves the right to examine, restrict or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by staff members. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's technology center, as well as the South Carolina CIO office, will scan and monitor all network/Internet traffic. The technology center is required to block any network traffic on the network it deems as inappropriate.

Teacher-created materials

Teacher-created materials located on district equipment will become and remain district property.

*I have read, understand and will abide by the Colleton County School District Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or school board policy. **I understand that the district's web filter can NOT block all unacceptable Internet traffic and because of this fact it is my responsibility to monitor student use of the networked information resources AT ALL TIMES, and that I am responsible for student conduct on computers during these times. I will monitor for the safety/security of minors when using email, chat rooms and other direct electronic communications.***

Employee's full name (please print): _____ Date: _____

Employee's signature: _____

This form must be on file at the employee's work site.

This form MUST be signed each year and turned into the school/site's main office.