

MACON COUNTY BOARD OF EDUCATION Employee Internet Acceptable Use Policy and Agreement

Internet access is now available to students and teachers in the Macon County School System. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Macon County Board of Education recognizes that computers are used to support and enhance instruction. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that the staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. An industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

According to state requirements, no Tennessee Department of Education Internet accounts may be granted without the successful completion of locally provided training. In order to receive an e-mail account, an employee of the Macon County School System must participate in and complete a ½ day session of local e-mail training. In order to obtain Internet connection in an individual classroom, an employee of the Macon County School System must participate in two-½ day sessions of local Internet training.

The following are guidelines that employees of the Macon County School System are expected to follow:

- Never write or share your password with students or unauthorized personnel.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic mail is not guaranteed to be private.
- Personal work and electronic mail shall be deleted regularly
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- Macon County School System does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it.
- If you are unsure about any use of the networks or Internet, ask the system administrator.

***Internet Acceptable Use Policy and Agreement
For Employees
Of the Macon County School System Form***

Employee Agreement.

I understand that computer, network and Internet use in the Macon County School System is a privilege and not a right, and I understand that my use of this privilege may be revoked at any time for any reason.

I understand and will abide by the above ***Employee Internet Acceptable Use Policy and Agreement***. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or legal action may be taken.

Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

- I understand that the Macon County School System will provide computer, network and Internet access, for educational purposes only, to qualified students, teachers, administrators and staff through its individual schools.
- I will ensure that all students who use the computers, networks, and/or Internet under my supervision abide by the *Macon County School System's Acceptable Use Policy and Agreement* adopted by the Macon County Board of Education October 9, 1997.
- I will supervise all student activities using technology in my classroom.
- I will set an educationally relevant objective for each technology activity that I supervise.
- I will abide by software copyright laws.
- I understand that the Macon County Board of Education does not condone and specifically forbids the unauthorized duplication of software.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied and criminal penalties, including fines up to \$250,000 per works copied, and imprisonment up to 5 years per title copied.

Employee's Full Name (Please Print): _____

Employee's Signature: _____

Date: _____