

BOARD POLICY**DESCRIPTIVE CODE: IFBGC****EMPLOYEE COMPUTER & INTERNET USE****DATE: April 11, 2005**

The Murray County School System provides computers, networks, and Internet access to support the educational mission of the school system and to enhance the curriculum and learning opportunities for students and school system staff.

Employees are to utilize the school system's computers, networks and Internet services for school system related purposes and performance of job duties. Incidental personal use of school system computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use..." is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

The employee is responsible for his/her actions and activities involving school unit computers, network and Internet services, and for his/her computer files, passwords and accounts. General examples of *unacceptable* uses that are prohibited include, but are not limited to the following:

1. Any use that is illegal or in violation of other BOE policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school purpose, whether profit or non-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;

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6. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such;
7. Any use of unauthorized, personal networking hardware (i.e. wireless access point device.) Such devices should never be attached to the Murray County Schools' network as doing so creates an unmanageable security risk that could compromise the integrity of the entire network;
8. Downloading or loading of software applications without permission of the Technology Department;
9. Opening and forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
10. Sending or facilitating mass e-mails to school users or outside parties for school or non-school purposes without permission of the Technology Department;
11. Any malicious use or disruption of the school system's computers, networks and Internet services or breach of security features;
12. Any misuse or damage to the school system's computer equipment;
13. Misuse of computer passwords or accounts, including providing personal passwords to non-school system personnel;
14. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
15. Any attempt to access unauthorized sites;
16. Using school system computers, networks and Internet services after such access has been denied, revoked or suspended; and
17. Any attempt to delete, erase, or otherwise conceal any information stored on a school system computer or network that violates these rules.

School system employees should report all known breaches of computer use or security to the Technology Department.

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The school system retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school system. The school system reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff and volunteers are expected to be familiar with the school system's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

Employees shall be responsible for any losses, costs or damages incurred by the school system related to violations of this policy and/or rules.

The school system assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use on its computers.

All rules, regulations, guidelines, etc. previously stated in this policy are also applicable to telecommunication services and equipment provided by the Murray County School System including, but not limited to:

1. Computer workstations and notebook computers;
2. Internet services;
3. Telephone services; and
4. Cellular telephone services.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of Education of the need for future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school system's computer systems as long as they are consistent with the Board of Education's policies/rules. The Superintendent may delegate specific responsibilities for

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implementation of this policy to the Technology Department, department or unit managers, or school principals, as he/she deems appropriate.

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Murray County Board of Education