

“District technology resources” are provided for students and staff to further the educational goals and objectives of the Wilson County Schools. These resources encompass all computer hardware, peripherals, servers, routers, switches, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed information or databases (via the Internet or otherwise), CD-ROM, optical media, digital images, digitized information, communications technologies, and new technologies as they become available.

The purpose of this policy is to ensure the acceptable use of district technology resources of the Wilson County Schools. It is the responsibility of all employees and students to follow these guidelines to ensure a safe and productive educational environment.

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when it is foreseeable that the student's on-line behavior will materially and substantially disrupt the operation of the Wilson County Schools, the student may be disciplined in accordance with board policy. In addition, if the student's on-line behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment, the student may be suspended from school.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements. Specifically, district computers with internet access must not be allowed to display visual depictions of obscenity, child pornography, or any material harmful to minors (as defined in 47 U.S.C. 254).

5451.01      Unacceptable Use - The following are unacceptable uses of district technology resources. The list below is by no means exhaustive, but attempts to provide a framework for activities, which fall into the category of unacceptable use.

- Uses that violate federal, state or local laws
- Uses that violate student or employee conduct codes
- Uses that promote commercial or political activities
- Transmission or display of obscene or pornographic images, messages or cartoons, or any transmission or use of communications that may be construed as harassment or disparagement of others
- Uses that intentionally or negligently disrupt normal network use and service
- Creation and/or deployment of a computer virus, Trojan or worm

- Uses that gain or attempt to gain unauthorized entry into a file to use, read or change the contents of the file
- Unauthorized transfer of a file
- Downloading or use of entertainment software, websites or other files not related to the mission and objectives of Wilson County Schools. This includes, but is not limited to, freeware, shareware, copyrighted commercial and non-commercial software, and non-instructional websites.
- Violations of District Technology Resource Use Guidelines as published by the Superintendent of the Wilson County Schools

5451.02 Copyright Infringement - Users shall abide by all copyright, trademark, and licensing agreements and laws, including seeking and documenting permission for use of materials when required.

5451.03 Network Access Protocol

1. Users must be aware that the data they create on the district's systems remains the property of Wilson County Schools. Because of the need to protect Wilson County Schools' network, district administration does not guarantee the confidentiality of information stored on any network device belonging to Wilson County Schools. In addition, no right of privacy exists in the use of technological resources. Without notice school system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via school-owned technology to protect against access to visual depictions of obscenity, child pornography, or material harmful to minors. Parents must consent to such monitoring if their children are to have access to the district's technological resources.
2. An individual in whose name a network account is issued will be responsible at all times for its proper use. The user must cooperate in the protection of the account by changing passwords as required and keeping passwords strictly confidential. Users are expressly prohibited from the sharing of accounts and passwords.
3. It is the user's responsibility to remove all sensitive data from their computer(s) before the computer(s) is retired or sold.

4. Users are ultimately responsible for their data, its existence, integrity and security. Wilson County Schools is not liable for any losses of data resulting from one's own accidental or ill-informed use, failures of technology or intruders.
5. Use of the network resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system.
6. Non-archived chat rooms and direct electronic communications (Instant Message services) are not permitted on district networks unless expressly authorized by the superintendent or his designee.
7. Teachers, administrators, and staff must supervise student use of electronic information resources in a manner that is appropriate to the students' age and the circumstances of use.
8. Employees and students are responsible for reporting any information security violations to appropriate personnel. Any user identified by the Superintendent or designee as a security risk will be denied access.
9. The conduct of computer users who access the Internet or send email containing the Wilson County School's domain address may be perceived as reflecting on the character and professionalism of the school system. When engaging in such conduct, whether for personal or official purposes, employees and students are expected to do so in a responsible and professional manner.
10. Effecting security breaches or disruptions of network communication is prohibited. Security breaches include, but are not limited to, accessing data of which the employee or student is not an intended recipient or logging into a server or account that the employee or student is not expressly authorized to access, unless these duties are within the scope of regular duties. "Disruption" includes, but is not limited to, network sniffing, pinged floods, introduction of viruses, denial of service, and forged routing information for malicious purposes.
11. Authorized individuals within the Wilson County Schools may monitor equipment, systems and network traffic at any time.

5451.04 Electronic Mail (Email) Protocol

1. All district provided email accounts are owned by the Wilson County Schools and therefore are not private. Email communications are governed by the Freedom of Information Act (FOIA) and/or the North Carolina Public Records Law and therefore may be subject to public disclosure. The district retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail systems as necessary.
2. Email is for school business use. Do not forward messages that have no educational or professional value. Do not forward messages that follow a “chain letter” concept. Such messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on a user’s district email account. The superintendent or his designee also should be notified by the recipient of the inappropriate email so that a warning can be sent to the user.
3. Postings by employees from a Wilson County Schools email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Wilson County Schools, unless posting is in the course of approved business duties.
4. Users are prohibited from forwarding unsolicited advertisement (spam), forwarding or propagating computer viruses, or forwarding large quantities of information that may overwhelm the system such as but not limited to chain letters, network games and broadcast messages.
5. Users will not create or forward messages, jokes, etc., which violate school, board harassment policies and/or create an intimidating or hostile environment.
6. Since email is provided as a normal operating tool for any employees who require it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion. Each school should post a list of district email addresses for their staff through their Internet website.
7. The Wilson County Schools email system and email addresses shall only be used for educational purposes. Personal, commercial, religious, or political use is not permitted, and personal, commercial, religious, or

political messages shall not be disseminated through Wilson County Schools email (including in email footers or signatures).

8. Attempting to read, delete, copy or modify electronic mail of other system users or deliberate interference with the ability of other users to send/receive electronic mail is prohibited.

5451.05 Quality of Information - The Wilson County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wilson County Schools will not be responsible for any problems suffered while on the network or the Internet. These problems include but are not limited to loss of data as a result of delays or otherwise, non-deliveries, mis-deliveries, or service interruptions caused by the network, Internet or users, which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. Wilson County Schools will not accept any responsibility for the accuracy or quality of information obtained through the Internet.

Although a current filtering solution is maintained by the district, the district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network.

5451.06 Proper Citation - When using information obtained via the Internet, the user will provide proper citations for all quotes, references, images, and sources. Failure to do so may be in violation of copyright and plagiarism policies.

5451.07 Vandalism and Neglect - Vandalism of district technology resources will result in immediate cancellation of user privileges and will require restitution. Vandalism is defined as any deliberate attempt to harm or destroy any of the district's technology resources, including data.

If any technology equipment owned by the Wilson County Schools (such as a laptop) is lost, damaged or stolen while under the control of a user away from district property, this may be considered neglect. The user is expected to file a claim under his/her insurance coverage, where coverage is available and shall report the incident immediately to his or her supervisor. Wilson County Schools will not be responsible for the cost of repairs or replacement.

5451.08 Consequences - The use of network resources and the Internet is a privilege, not a right. Failure to adhere to policy may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of

the student. Wilson County Schools will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.

5451.09 Internet Safety for Students – Teachers and counselors will be provided lesson plans and resources that shall be used for educating students about safely interacting on social networking websites and cyberbullying awareness.

Legal Reference: G.S. 115C-36, -47, -325(e), -390.1, -390.2; 15 U.S.C. §§ 1051 et seq., 1091 et seq., 1111 et seq.; 17 U.S.C. 101 et seq.; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 20 U.S.C. 6777; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510–2522

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