



PERSONNEL POLICY

Technology Acceptable Use Policy
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POLICY # 4135.1/4235.1

CCSD REF: 6161.4

Technology Acceptable Use Policy

Employee Guidelines

Please read this document carefully before signing.

The Charleston County School District provides Internet access to students and teachers at more of its campuses every year. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. We believe the Internet offers vast, diverse, and unique resources to both students and teachers.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff will have access to:

- 1) electronic mail (e-mail) communication;
- 2) information and news as well as a variety of research institutions;
- 3) public domain software and shareware of all types; and
- 4) access to many University Library Catalogs, the Library of Congress, and ERIC – a large collection of information relevant to educators and students.

With access to computers and people world wide comes the availability of material that may not have educational value in the context of the school setting. On a global network, however, it is impossible to control all materials and limit all access to information which has no educational value. CCSD firmly believes that the valuable resources and interaction available on this network far outweigh the possibility that some users may procure material that is inconsistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided as a part of this document so that users are aware of their responsibilities when accessing the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet.

Note: See terms and conditions on the following page.

ADOPTED: February 23, 1998

REVISION HISTORY:

OTHER REF:



Internet – Terms and Conditions of Use

1. **Define a Purpose for Internet Use:** All use of the Internet during school hours must be in support of education and research and consistent with the educational objectives of the school district.. Users must have a well-defined, documented reason for accessing the Internet. No "surfing" is allowed. "Surfing" is the term for unstructured searches, or just exploring to see what is out there. Students must have a topic, or subject, to be researched; and it must be directly related to a given assignment from one or more teachers. There should be adult supervision while any student is researching on the Internet.
2. **Maintain Network Etiquette** (sometimes called "Netiquette"):
 - Be polite. Do not send abusive or threatening messages to others.
 - Do not swear or use vulgarities or other inappropriate language.
 - Do not send credit card numbers, bank account numbers, social security numbers, personal addresses, or personal phone numbers across the Internet.
 - The Internet is not a secure or private means of communication; you never really know who else may be "listening in." People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
 - Do not disrupt network communications. Disruptions would include downloading large files, sending mass e-mail messages, transmitting virus routines, or annoying other users.
 - All information accessible via the network should be assumed to be private property of the person presenting the material.
3. **Acceptable Use:** The purpose of NSFNET (National Science Foundation NETwork), which is the backbone network to the Internet, is to support research and education in and among academic institutions of the U.S. by providing access to unique resources and the opportunity for collaborative work.
4. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of the privilege. (Before students log on to the Internet, they will be part of a discussion with a CCSD teacher pertaining to the proper use of the network.) Any misuse of the Internet will result in disciplinary action by an administrator in the school/district.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users.. If a user feels he can identify a security problem on the Internet, he must notify a system administrator or the District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. **Attempts to log on to the network as a system administrator will result in cancellation of user privileges.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Denying Access:** If a parent or guardian is uncomfortable with the option of his or her child(ren) accessing the Internet, the student(s) may be assigned to a different activity when classmates are using the Internet. That decision may be indicated in the parent signature part of the Student Technology Use Agreement: the student(s) will then be assigned an alternate activity.
7. **Disclaimer:** Charleston County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Charleston County School District will not be responsible for any damages suffered while using the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Charleston County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Charleston County School District

Employee Guidelines for Use of the Internet as an Instructional Tool

1. **User Name IDs, Account Numbers and Passwords:** User names, account numbers, and passwords issued to staff members must remain confidential. Any staff member violating this policy will be subject to disciplinary action.
2. **Independent Navigation on the Internet by Faculty and Staff:** Employees are encouraged to explore WWW resources. Clearly, such explorations should be for educational purposes. Downloading and/or printing files and images containing content which is inappropriate for a K-12 setting is prohibited. School participation in chat discussion groups or newgroups whose content is inappropriate for a K-12 setting is also prohibited. Staff members are expected to employ professional judgment in the determination of inappropriate content.
3. **Independent Navigation of the Internet by Students:** Independent navigation of the Internet by students requires both the student signature and parental permission on the Student Technology Use Agreement form.. Appropriate levels of supervision will be maintained; however, constant teacher supervision under these circumstances will not be possible. Students are not permitted to search for, download, or print any objectionable, vulgar, or offensive material. Unsupervised participation in group discussion chats or new groups is not permitted. The signed permission form should be maintained by the school and should be verified prior to assigning independent research on the Internet..
4. **Harassment-free Workplace:** CCSD strives to maintain a workplace that is free of harassment and that is sensitive to the diversity of its employees. Therefore, CCSD prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
5. **No Solicitation:** E-mail may not be used to solicit others for commercial venture, religious or political causes, outside organizations, or other non-business matters.

Employee Guidelines for Installation of Personal Software

1. **Installing Personal Software:** Teachers may install legal copies (original disks and documentation must be kept at school) on their classroom computer(s). Shareware and Freeware can be used in the classroom.
2. **Virus Protection:** Teachers should be aware that there is currently no virus protection on classroom computers. The District is not responsible for any damage to machines or programs resulting from the exchange or importation of infected programs or files. CCSD's long-range plan for the use of technology includes some kind of virus protection at all sites.
3. **Computer Games:** Playing computer games during the workday is inappropriate for school district employees. Please remove all games from your computers or refrain from using them during work hours.
4. **Network Updates:** Employees should be aware that when the District periodically updates the network, it is possible that user software and/or files will be removed and will require reinstallation by the user. It is recommended that users maintain regularly updated backup copies of all files saved on the internal hard drive.

I have read these guidelines and agree to abide by them in my assigned role as an employee of Charleston County School District.

Employee Name (Printed)

Employee Signature

Date