

# **ACCEPTABLE USE POLICY**

## **COCKE COUNTY SCHOOL SYSTEM**

### **Staff**

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Employees of the Cocke County School System have access to technology resources such as, but not limited to, school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information and to enhance learning. It allows users to find, synthesize and share information in a variety of unique ways. Users must take care of school district devices, not knowingly or negligently transmit computer viruses or spam, or degrade or disrupt system performance. The School Board intends that students and district employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use.

The Internet has come about 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. Cocke County School System takes every precaution to restrict access to this information. However, an industrious user may discover it. 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, up to termination, will be taken against users found sending or acquiring objectionable material over the Internet. This policy applies regardless of whether such use occurs on or off school district property and to all school district technological resources including but not limited to school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and the Internet.

Please remember the following:

- ❖ Never write down or share your password or district subscribed access codes!!!
- ❖ All network communication must be polite, kind and free from inappropriate language.
- ❖ Email, communications, social media, or stored files are not private.
- ❖ Email may be checked and is archived for a period of at least one year.
- ❖ Information such as name, addresses, phone numbers, birthdate, financial or any other personal information shall not be given to anyone online such as in social media, in chat rooms, on websites, on the Internet, etc. regarding yourself or students. This includes pictures/photos of students without permission of parent, guardian, or student who is eighteen or older.
- ❖ No attempt to tamper with school system devices, other people's data or gain unauthorized access to accounts or files on the computer networks, including the Internet, is permitted.
- ❖ Cocke County School System does not own the copyright on any of its software, trademarks, confidential records, or public records. Unless expressly authorized by the copyright owner(s), you do not have the right to reproduce or copy it. Copyright infringement is prohibited. (Board policy 4.404)
- ❖ Internet access, creation, transmitting, or printing depictions which are Obscene or Pornographic is illegal and in violation to this agreement. Questionable material should be immediately referred to the classroom teacher.
- ❖ Cyberbullying as well as harassing, insulting, defaming, or attacking others is in violation to this agreement. These instances may lead to disciplinary action.
- ❖ All internet and email actions are monitored, and violators will be disciplined accordingly.
- ❖ Employees using social media should have no expectation of privacy. Social media should be treated as a professional learning environment with the same standards expected in other professional settings.

- ❖ Follow the Cocke County School Board Social Media Policy (4.4061), the Use of Internet Policy (4.406), and Web Pages Policy (4.407).
- ❖ If you are unsure about any use of school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and the Internet, ask the school administrator.

**Additionally:**

- ❖ I understand that Cocke County School System will provide school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and the Internet access, for educational purposes only, to qualified students, teachers, administrators and staff through individual schools.
- ❖ I will ensure that all students who use the school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and/or Internet under my supervision abide by the Cocke County School System *Acceptable Use Agreement for Students*.
- ❖ I will not leave students unattended while they are using any technology under my supervision, especially students using internet capable devices to ensure students do not access inappropriate material.
- ❖ I will set an educationally relevant objective for each technology activity that I supervise.
- ❖ Do not use your school district Google/email address for personal social media.

**As a condition of my use of the computers, networks and Internet, I will abide by the above Terms and Conditions set forth in this document, and by any future terms or conditions that may be developed.**

**With my signature, I understand the following and that violation of the policy as listed could lead to disciplinary action being taken against me, up to termination of my position:**

1. I understand disciplinary action will be taken if I am found abusing my email (Google) account, school system device, computer network, or Internet privileges.
2. I understand that school system devices, school Google/email accounts, computer networks, digital textbooks, online software platforms, and the Internet use at Cocke County School System is a privilege and not a right and that my use of this privilege may be revoked at anytime with cause.

***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 work copied, and imprisonment up to 5 years per title copied.***

**As an employee of Cocke County School System, I have read and understand the Terms and conditions of this policy.**

**Name \_\_\_\_\_ School \_\_\_\_\_**

**User Signature \_\_\_\_\_ Date \_\_\_\_\_**