

Cleveland City Schools

Faculty and Staff

Technology Acceptable Use Policy

Terms and Conditions

1. Acceptable Use - The use of technology must be in support of education and research and consistent with the educational objectives of the school district. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by a trade secret. Commercial activities, product advertising or political lobbying are also prohibited.

2. Privileges - The use of school network and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The Supervisor of Technology and the Director of Schools will deem whether use is inappropriate and act accordingly. An employee may have NO EXPECTATION OF PRIVACY. The school system can and will conduct searches. School equipment is not for personal use. Contents of PCs, laptops or DVDs, CDs, and removable data storage devices are not private and may have to be accessed by the administration and disclosed to attorneys, investigative agencies, and possibly the court. Do not use school system equipment to access, store or transmit any materials that are pornographic or defamatory or that degrade any person in a protected class as defined under antidiscrimination laws. Do not download any program from a CD, floppy disk, USB drive or the internet without the express permission of the school system technology department. Do not add either USB or any other type of wireless device to the network in order to obtain internet or printing access. Ad Hoc networks between computers is not permitted.

3. Etiquette – Individuals are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be courteous and polite. Offensive or inflammatory speech will not be tolerated.
- (b) Use appropriate language. Profanity and/or obscenity are not permitted at any time.
- (c) Do not reveal personal information about one's self, students or colleagues.
- (d) Electronic mail (e-mail), messaging, and text messaging are not guaranteed to be private. People who operate the system do have access to all mail and messages. We are required by law to log all incoming and outgoing mail and messages. Messages relating to or in support of illegal activities may be reported to the authorities. Electronic messages may be stored on the system for many months and may be distributed to or reviewed by people who were not the original intended recipients. Email accounts are provided for each employee by the system at no charge for the educational purposes. POP3 mail accounts may not be set up on any system equipment.
- (e) Use the network in such a way that you will not disrupt the work of others. The following are unacceptable activities: Using the e-mail/network for personal correspondence, playing games, maintaining personal financial records, gossiping, streaming video or audio, carrying on romances, shopping, viewing and downloading pornography. Using school equipment to access non-school sanctioned Blogs, Wikis or Chat Rooms is prohibited.
- (f) Assume that information accessible via the Internet is private property, and is trademark and copyright protected. Do not quote websites or personal communications without the author's prior written consent.¹
- (g) Do not make copies of any software programs or other copyrighted materials without the express consent of the school system technology staff.

¹ The U.S. Copyright Law of 1976 provides for Fair Use in Education defined as a paragraph for commentary, parody, research and education, 3 min or less video, and 1000 words or less or 3% of a body of prose, and 250 words or less of a body of poetry.

4. **Vandalism** - Vandalism will result in a cancellation of privileges and possible legal action. Vandalism is defined as any intentional effort to alter equipment or software, destroy data of another user, and/or the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, and/or hacking of network databases, network file servers and downloading and/or installation of any software without the express permission of the Technology Department of the Cleveland City Schools. A staff member may be held liable for the cost of restoring technology resources interrupted as a result of their or the actions of students under their supervision.

5. **Security**- Security on any computer system is a high priority, especially when the system involves many users. Any attempts to disable security programs is unacceptable. Never share your password or account with anyone. An individual has full responsibility for the use of his/her account, and can be held responsible for any policy violations that are traced to the account. Employees are expected to protect the privacy of student information. Students are prohibited from accessing or working on any teacher's computer. Use of the school network to create or access Blogs, Wikis, and Chat Rooms for unprofessional behavior is prohibited. Use of web sites like MySpace to post your personal information is discouraged. Your personal information on such sites should make no mention of your employment at Cleveland City Schools. Employees are prohibited from storing any student or staff information, that could be used for identify theft, on removable storage devices or wireless transfer devices.

6. **Permission** - By signing this Acceptable Use Policy, you are granted permission to access computer and network resources and you are agreeing to Board Policies governing technology.

7. **Board Policies** – Use of Cleveland City Schools technology by employees and students is governed by Board Policy. The following policies are explicit in their definition of uses of technology resources and the consequences of abuse of same: Use of Internet 4.406; Use of Electronic Mail 1.805; and Web Pages 4.407. Additional policies with related information: Use of Copyrighted Material 4.404 and Student Publications 6.704.

8. **Exception of Terms and Conditions** - These terms and conditions reflect the entire agreement of the parties and supercede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America. Other exceptions include Cleveland City Schools' Technology Support Staff and Cleveland High School's Information Technology Education programs (such as Computer Architecture, Network Architecture, PC Internship, Web Design, and Programming Fundamentals, within the parameters of such courses).

I have read and do understand the Acceptable Use Policy and the referenced Board Policies and will abide by the Terms and Conditions for use of the school systems' technology resources.. I further understand that any violation of these terms and conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee Name (please print)

Signature of Employee

Date

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Cleveland City Schools
Board of Education
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