

Section 4.9.1

Monroe County Public Schools Technology Acceptable Use Agreement

INTRODUCTION:

Monroe County Public Schools (MCPS) Acceptable Use Agreement establishes guidelines for the use of Internet and the MCPS wide area network (MCPSNet) for students and Monroe County School System's employees. **The use of this electronic resource is a privilege not a right.** Failure to adhere to the policy and Acceptable Use Agreement (AUA) will result in the revocation of the user's access privilege. At school, student access to the MCPSNet and the use of the Internet will be under teacher direction and will be monitored as any other classroom activity.

It is the intention of MCPS that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of MCPS will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- All Monroe County School students and employees shall review and adhere to this AUA for access to the MCPSNet. Employees shall sign, and return the *MCPS Employee Technology Agreement*. Students and guardians of students must sign and return the *student handbook form* acknowledging they have read and understand the policy for Internet and/or email use within MCPS.
- All MCPS technology resources, regardless of purchase date, location, or fund, are subject to this policy as well as the purchasing and disposal guidelines set forth by the MCPS accounting department.
- All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a MCPS campus is subject to all school system policies and guidelines as well as local, state, and federal laws.
- Violations of this AUA will be handled in a manner consistent with the MCPS Code of Conduct (for students) and/or MCPS Policy Manual (for employees).

I. LIMITATION OF LIABILITY:

A. The Monroe County School System makes no guarantee that the functions of the services provided by or through MCPSNet will be error-free or without defect.

B. The Monroe County School System will not be responsible or liable for:

- any damage suffered, including but not limited to, loss data or interruptions of service
- the accuracy or quality of the information obtained through or stored on the system
- financial obligations arising through the unauthorized use of the system
- any information collected or disseminated through MCPSNet by any un-authorized individual(s)

II. ACCESS:

A. The use of all MCPS technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation. Moreover, users of MCPS technology must be aware that MCPS cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but Monroe County Public Schools cannot ensure that such security will not be penetrated or breached, and cannot assume any liability arising out of any such penetration or breach of security.

C. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff. All personnel should adhere to the purchasing and disposal guidelines set forth by the MCPS accounting department when purchasing or disposing of technology items.

D. Individuals may not attempt to log in to the network using any network account and/or password other than the login(s) assigned to him/her or allow someone to use his/her network account and/or password to access the network, email, or the Internet.

E. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside MCPS. Any such unauthorized usage shall be reported immediately to the school principal and/or the District Technology Staff (DTS).

F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this AUA.

G. Individuals must not attempt to disrupt any computer services or data by engaging in activities including, without limitation, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.

H. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.

I. Personal technology related devices such as but not limited to laptops, PDAs, smartphones, iPods, etc. used on school grounds are subject to all items covered in this AUA and should not access local area network or wide area network resources without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines as well as local, state, and federal laws.

J. The DTS and/or school system administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts.

K. No network device such as a switch, hub, router, access point or print server shall be allowed on the MCPSNet unless provided or approved by the Technology Services staff.

III. PRIVACY:

A. To maintain network integrity and to insure that the network is being used responsibly, the DTS and/or other designated technology staff reserve the right to inspect any and all data,

including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.

B. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

C. MCPS cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

D. Users are encouraged to avoid storing personal and/or private information on the district and/or schools' technology resources.

E. Reasonable steps and procedures will be taken to secure student records, media center collections and accounting information. Such information shall be backed up in a routine manner.

IV. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Aspects involving the legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, faculty meetings, etc).
- C. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The DTS and/or the person requesting the software will be responsible for determining how many copies should be purchased.
- D. The DTS is responsible for installation of all software in use on the wide area network, local area network and/or individual workstations/laptops within the MCPS. Technology lab aides or other designated staff may install software on local workstations with permission by the DTS.
- E. Users are expected to be familiar with and adhere to the current *Copyright and Fair Use laws*.

V. EMAIL:

E-mail is considered in the same category as paper transmissions in the matter of public records.

As defined in the Code of Alabama 1975, Section 36-12-2, e-mail is a public record when it is created by a MCPS employee in the course of conducting school business, and when it documents the activities and business of school employees. These emails shall include any messages, calendars and attachments as public record. Student created e-mail is not considered a public record. All student created e-mail, including messages, calendars and attachments may be reviewed by supervising teacher, principal or administrator.

- A. When employing email, all employees are responsible for maintaining professionalism at all times. Email communication sometimes lends itself to impulsive and to informal communication. Employees must be constantly mindful of the need to carefully review and reconsider email communications before responding to and/or sending email. Monroe County Public Schools email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- B. MCPS email accounts may not be used for attempting to send or sending anonymous messages.
- C. MCPS email accounts may not be used for sending mass emails unless to parent lists or other for educational purposes.
- D. Because e-mail is not necessarily securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families,

school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

E. Incoming and outgoing email is filtered by the District for inappropriate content. However, no filtering system is foolproof and material deemed inappropriate by individual users may be transmitted in spite of filtering.

VI. INTERNET USE:

A. The intent of the MCPS is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for the various curricula.

B. All school rules and guidelines for appropriate technology usage as well as local, state, and federal laws apply to usage of the Internet.

C. Teachers should screen all Internet resources before projecting them in the classroom.

D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parent(s)/guardian(s).

E. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.

F. Internet activity can and will be monitored, along with other aspects of technology usage.

G. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword via Alabama Super Computer's web-filtering service. All Internet sites that may be considered harmful to students will be filtered in compliance with CIPA requirements.

H. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

I. Users will not post or transmit any personal contact information about themselves or other people. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc. Exceptions include college registrations, online tests and any other Administrator approved use.

J. Users shall not agree to meet with anyone they have met on-line.

K. Users shall promptly disclose to his/her immediate supervisor such as teacher, principal, DTS or the network system administrator, any message received that is inappropriate or makes the user feel uncomfortable.

L. Students and employees will not be allowed to access or post on any personal social media accounts during school/working hours. Infractions will result in disciplinary action. Posting on official school and/or district social media accounts, or those approved by the school and/or district will be allowed.

VII. WEB PUBLISHING:

A. The Monroe County Public Schools website is limited to usage associated with activities of Monroe County Public Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

B. The Technology Services staff and/or the DTS reserves the right to reject all or part of a proposed and/or posted web page.

C. All links should be checked regularly to make sure they are current and working. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; that violate copyright laws and/or that contain links which do not work will be removed; the author will be notified.

D. A teacher's primary web page should be housed on the Monroe County School web site; however, the page may contain a link or links to teacher created web pages stored on a different commercial or private server. In this event, these pages should adhere to all Monroe County School policies as well as local, state, and federal laws.

E. Links from pages housed on the Monroe County Public Schools website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

F. Permission for publishing student photographs on the Monroe County School website is assumed unless the parent or guardian specifies otherwise in writing to the school.

G. Student posting of personal information of any kind on the Monroe County School website or linking to personal information from the Monroe County School website is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

H. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.)

I. Permission for publishing employee photographs on the Monroe County School website is assumed unless the employee specifies otherwise in writing to their direct supervisor.

J. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII.

EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following are examples of inappropriate activities when using any Monroe County School network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to find out what another user's password is
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal home directory OR a teacher specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging technology resources including but not limited to printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material from off-site storage locations and/or removable storage devices
- J. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (sites containing information that is, for example, violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures
- L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.

M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate or embarrassing pictures.

N. Excluding modifications made while working on an authorized school/school system publication or under the supervision of a teacher, editing/modifying digital pictures without the consent of the subject especially with the intent to embarrass, harass, or bully

O. Plagiarizing written words, pictures, music and/or other media types accessible through the MCPSNet or the Internet

P. Using the MCPSNet for commercial purposes or profit including offering, providing or purchasing products or services

Q. Using the MCPSNet for political lobbying

R. Knowingly or recklessly posting or transmitting false or defamatory information about a person or organization.

MONROE COUNTY PUBLIC SCHOOLS'

EMPLOYEE TECHNOLOGY AGREEMENT

I hereby acknowledge by my signature that I have received and read the *Monroe County Internet Safety and Use of Technology policy and AUA*. I understand that these policies and procedures cover my use of the Monroe County Public Schools Network (MCPSNet), email, Internet, video and software copyright and appropriate use.

This signed agreement will be filed with the MCPS Central Office. Failure to adhere to this agreement may result in disciplinary action up to and including termination of the employee, as deemed appropriate by the Superintendent and the Board.

Name: _____

(Please Print)

Signature: _____ Date: _____

Name of School/Location: _____