

MARSHALL COUNTY SCHOOL DISTRICT EMPLOYEE ACCEPTABLE USE POLICY

(Revised May 2011)

Marshall County Schools has established a computer network to offer computer resources for student/staff use. The District Network is defined as any part of and all of the electronic equipment and accessories used to provide computer resources to the end user. Computer resources are defined as Internet access, software applications, and shared resources throughout the District Network. Before using any District provided computer resource, a signed form stating that you have read and understand this Acceptable Use Policy must be on file with the district for the current academic year for all staff.

CIPA

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Marshall County School District receives these discounts for Internet access through the E-Rate program and is, therefore, in compliance with the CIPA.

Acceptable Network and Internet Use:

The use of the Marshall County School computer network is for educational and administrative purposes only. This includes student assessment, classroom and research activities. Non compliance with these regulations can result in lost network privileges, disciplinary and/or legal actions taken by Marshall County School District authorities if deemed necessary.

All students (with the exception of a student losing network privileges) will have access to the computers, network and internet for school and curriculum use. If parent has concerns about this, they will go through the same procedures as if they had a problem with a textbook or other curriculum material.

As mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic use by staff members with the approval of the Technology Department.

Misuse of the Internet slows Internet access and is unsafe for students. The Technology Department filters the Internet but the help of staff, teachers and administrators is needed to monitor for misuse, to enforce the rules and to discipline where needed.

User files stored on the network server or on individual computers are not to be considered

private. Authorized district staff will have access to these files.

There is to be absolutely no expectation of privacy on the Marshall County School District network. Activities at any workstation or transmission and receipt of data can be monitored at any time.

Staff is to notify appropriate administrator if you encounter materials which violate these rules of appropriate use.

Students are to use the Internet for viewing specific material related to classroom activities, not for entertainment.

When in the library or a computer lab, students are to sign-in on paper at the beginning and end of the Internet session.

Prohibited Activities Concerning the Network, Internet or Computer Equipment:

The creation of or attempt to access offensive, pornographic or illegal material or pictures.

Violating copyright laws.

Plagiarizing works. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Damaging computer or network equipment in any way. This includes physical damage, malicious software including but not limited to viruses, or intentional deleting of files other than your own.

Attempting to gain access or “hack” into computer systems that the student or staff does not have permission to use.

Making any attempt to defeat computer or network security.

Using the District Network or computer resources to harm other people or their work.

Intentionally wasting resources such as disk space or printing supplies.

Downloading, copying, storing, or installing any music, software, shareware, or freeware without prior permission from the Technology Department.

Using personal electronic devices (ex. laptops, ipods, iphones, blackberries, etc.) on Marshall County School District’s network without permission from the Technology Department. Devices can be confiscated.

Streaming video, radio or music without prior permission from the Technology

Department.

Using the network for commercial purposes or political lobbying. Users may not buy or sell products or services through the network without prior permission from the Technology Department.

Students using the Internet without a school staff member being present.

Providing, under any circumstances, the user's password to another person or using another person's password.

Students revealing personal information over the network. This includes information about themselves as well as information about anyone else.

School staff will sign a form stating "I have read the Marshall County School District's Acceptable Use Policy and will follow and enforce the policy."

Marshall County School District makes no guarantee that the functions or services provided by or through the District Network will be error-free or without defect. The District will in no way be responsible for any damages suffered, including but not limited to loss of data or interruptions of service. The District is in no way responsible for the accuracy or quality of the information obtained through the network. The School District is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to Marshall County Schools.