

# Acceptable Use Policy

## Policy Guideline:

### Acceptable uses of the Internet / ABC School E-mail / Hardware / Resources:

The ABC Schools' Internet and e-mail access is provided to conduct school business only. ABC encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are ABC property, and their purpose is to facilitate school business. Every staff member with access to the Internet and e-mail has a responsibility to maintain and enhance the school's public image and to use e-mail and access to the Internet in a productive manner. To ensure responsible use, the following guidelines have been established for using e-mail and the Internet. Any improper use of the Internet or e-mail is not acceptable and will not be permitted.

### Unacceptable uses of the Internet and e-mail:

The school e-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the school's e-mail or Internet system. Electronic media may not be used for any other purpose that is illegal, against school policy or contrary to the school's best interest. Solicitation of non-school business or any use of the school e-mail or Internet for personal monetary gain is prohibited.

### Communications:

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the school's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender, represents the sender as someone else or someone from another school. All messages communicated on the school's e-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of the school via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on the school. While it is customary to include personal "disclaimers" in electronic messages, there is still a connection to the school, and the statements may be tied to the school.

All communications sent by employees via the school's e-mail/Internet system must comply with this and other school policies and may not disclose any confidential or proprietary school information.

### Software:

To prevent computer viruses from being transmitted through the school's e-mail/Internet system, there will be no unauthorized downloading. All downloaded software must be registered to ABC Schools. Employees wishing to download software must first contact the Information Technology Department for permission and guidance. Only authorized technicians are authorized to install software on school computers.

### Hardware:

Employees may be issued electronic equipment for their use during and outside the traditionally school day. Employees are responsible for electronic equipment issued for their use and must immediately report loss or suspected theft of electronic equipment to ABC Schools administration and local police.

department. Employees are financially responsible for lost or stolen electronic equipment and responsible for all damages not covered by warranty or deemed acceptable as normal wear and tear. Warranties do not cover spilled liquids, damage from dropping of equipment, unprotected power surges or damaged or cracked equipment screens. Employees understand that use of this electronic equipment is a privilege, not a right and inappropriate or suspected inappropriate use will result in cancellation of this privilege, pending investigation and/or other disciplinary action.

### **Copyright Issues:**

Employees on the ABC School's e-mail/Internet system may not transmit copyrighted materials belonging to entities other than the school. All employees obtaining access to other school's or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

### **Security:**

The school routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the school's gateway to the Internet. **All messages created, sent, or retrieved over ABC School's e-mail/Internet are the property of the school system and should be considered public information.** ABC Schools' reserves the right to access and monitor all messages and files on the school's e-mail/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

### **Privacy Notice and Notification of Blocking, Filtering, and Monitoring Technology:**

The District's computer technology, network and Internet System is to be used for educational and professional purposes. Users are reminded that all computer, network and Internet use may be monitored by the District and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of this system agree to abide by all District Policies, Guidelines and Rules as written in this document.

### **Notification of Blocking, Filtering, and Monitoring of Technology:**

The Electronic Communications Privacy Act of 1986 allows for schools to utilize a blocking/filtering system where it relates to review of communications once they are stored in a school or district system, monitoring for legitimate purposes where one party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of ABC Schools.

The Children's Internet Protection Act (PL 106-554) requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or "harmful to minors".

The staff of ABC is subject to the provisions of the Alabama Computer Crime Act (1985).

### **Controversial Material:**

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet.

### **Surveillance Camera Notification:**

ABC monitors all school building common areas with security camera surveillance.

**Violations:**

Any employee who abuses the privilege of ABC Schools' facilitated access to e-mail or the Internet will be subject to disciplinary action up to and including termination. If necessary, ABC Schools' reserves the right to advise appropriate legal officials of any possible legal noncompliance