

Descriptor Title: EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY	Descriptor Code: IJE	Adopted Date: July, 2008
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EMPLOYEE COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY

Dear DeSoto County Employee:

All employees of DeSoto County Schools shall be required to sign the following Employee Computer Network/Internet Acceptable Use Policy Acknowledgement, which is the official policy of the DeSoto County School Board.

DeSoto County School System is pleased to offer employees access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Agency), FERPA (Family Educational Rights and Privacy Act) and COPPA (Children’s On-line Privacy Protection Act) compliant.

The use of the Internet is a PRIVILEGE, and inappropriate use will result in a cancellation of those privileges. The user has rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the Desoto County Schools. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

By signing this form I agree to the following terms:

1. I will not use the Internet provided at my school for illegal purposes of any kind.
2. I will not use the Internet provided at my school to transmit, receive, or view material that is pornographic in nature.
3. I will not use the Internet provided at my school to transmit, receive or view material that is threatening or harassing in nature.
4. I will not use the Internet provided at my school in an attempt to gain access or “hack” into computer systems that I have no permission to use.
5. I will not use the Internet and/or computers provided at my school to propagate computer viruses.
6. I will not use the Internet provided at my school for the purpose of lobbying or distributing of political information.
7. I will not use the Internet provided at my school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.

8. I will not damage, abuse or misuse the equipment provided for my use at my school.
9. I will not make changes to the screen or appearance of the desktop on computers provided for my use.
10. I will not load games or other software brought from home or downloaded from the Internet onto the computers provided for my use.
11. I will not attempt to bypass school internet filters by way of internet proxy sites.
12. I will not use the Internet provided in the school district to access social networking websites, instant messaging systems, and chat rooms for personal use.
13. I will not use the Internet provided in the school district to engage in Cyberbullying of any type.
14. I will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).

County provided laptops: Laptops, even when taken home, are the property of DeSoto County Schools and are subject to the same guidelines and policies as computers located at school sites. Usage of these laptops should be limited to DeSoto County School Employees only.

Teacher Web Pages: DeSoto County Schools must have permission to use a child’s picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications or videos produced and broadcast. Each child will be given a permission form and this information will be tagged in POWERSCHOOL.

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

I have read the above DeSoto County Schools Internet Terms and Conditions and the DeSoto County Schools Technology Procedures. I hereby agree to abide by those standards, restrictions and obligations. As an employee, I agree to instruct the students on acceptable use of Internet and proper etiquette. I agree to use reasonable care to supervise and protect students.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

(*PLEASE SIGN AND RETURN TO YOUR BUILDING PRINCIPAL/SUPERVISOR*)

Employee Signature

Date

DESOTO COUNTY SCHOOLS EMPLOYEE TECHNOLOGY PROCEDURES

The Office of Management Information Systems (MIS) is dedicated to providing the best possible service and is committed to ensuring that the information systems resources of DeSoto County Schools are used appropriately for the purposes they are intended.

This policy governs the use of all computers, computer-based communication networks, and all related equipment administered by MIS and/or assigned to an employee to conduct DeSoto County Schools business. The electronic communications and facilities of DeSoto County Schools are the property of the DeSoto County Schools and **by using these facilities, or any equipment, software, or hardware assigned to an employee to conduct DeSoto County School business, the user acknowledges consent to abide by this policy.** A user is defined as any person employed by DeSoto County Schools, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of DeSoto County Schools, and any other individuals who are authorized to use agency computer resources. The user should be aware that any communications or uses of the DeSoto County Schools information systems resources or the use of any information systems resources provided to an employee to conduct DeSoto County School business **are not to be considered private or confidential**, and can be monitored at any time. All users are hereby notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and that computer use is subject to search and monitoring at any time.

Appropriate use reflects honesty and ethical behavior and demonstrates consideration in the consumption of shared resources.

SOFTWARE:

Software, including but not limited to Internet downloads, utilities, add-ins, programs (including shareware, freeware and Internet access software), patches, upgrades shall not be installed on any desktop, notebook personal computer (PC), or server by anyone other than a representative of the MIS/Technology Department, without notification to MIS or the Technology Department.

Software owned or licensed by DeSoto County Schools may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original form on other than DeSoto County Schools PCs, or any PC assigned to an employee to conduct DeSoto County School business without express written permission from designated DeSoto County Schools personnel. In no case is the license agreement or copyright to be violated.

Standard software is to be used for all internal functions. Approved nonstandard software is only to be used to interface with customer or vendor organizations when they require the non-standard software. Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the MIS Director/Systems Engineer. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

HARDWARE:

All PCs, workstations, printers, add-in cards, memory modules, and other associated equipment are the property of DeSoto County Schools and should not be used for purposes other than business. Any PC, workstation, printer, add-in card, memory module, and other associated equipment that are assigned to an employee to conduct DeSoto County School business should not be used for any other purpose. No changes, modifications, additions, or equipment removals may be done without notification to MIS/Technology Departments.

Any equipment being transferred to another employee or to a school district must fill out a transfer form to be submitted to the Accounting Office. Except notebook PCs used in daily offsite work, no information systems equipment should be removed from DeSoto County School premises without the permission of your immediate supervisor. In the event equipment is to be off premises for some time, the employee responsible for the equipment must file a hand-written receipt with MIS/Technology Department.

PRACTICES:

No materials, including obscene, racist, sexist, harassing or offensive based on color, religion, creed, national origin, age, or disability, are to be disseminated in any manner which is derogatory to any person or group.

Downloads of streaming video and clipart/images should be limited to educationally acceptable content.

All external/removable media, e-mail attachments and executable e-mail messages should automatically be scanned for viruses using the virus detection software installed on all DeSoto County School computer workstations which have been configured by MIS/Technology Departments. If you have made any configuration changes to your workstation, even with the approval of MIS/Technology, it is your responsibility to ensure virus protection prior to opening/executing external/removal media, e-mail attachments or executable e-mail messages.

Like all DeSoto County School information systems resources, Internet access and e-mail are for work-related use. Employees shall not use electronic communications systems such as e-mail to harass others or interfere with their work. Employees shall not use the internet for personal business or for other organizations outside of DeSoto County Schools. Visits to sites and e-mail access can and may be monitored at the specific individual level.

Employees will adhere to all terms of the Employee Computer Network/Internet Acceptable Use Policy.

Employees may not use DeSoto County School information systems resources, or any information systems resources provided to an employee to conduct DeSoto County School business for soliciting, personal financial gain, partisan political activities or further disseminating “junk” e-mail such as chain letters.

It is highly recommended that all employees store data files (word documents, spreadsheets, databases, etc.) in their user's directory on the network fileserver. A second option for employees would be to save all data on external/removable media other than the PC hard drive. If the employee is unfamiliar with these options, the office of MIS/Technology will assist in setting these up on their PC. MIS/Technology is not responsible for any data lost on the PC in the process of repairing or replacing the computer.

You are expected to report policy violations, which you observe, to your supervisor, or in the event that the violation involves the supervisor, to DeSoto County Schools Associate Superintendent of Personnel. Likewise, if you are a witness to a violation, you are expected to cooperate in any investigation of the violation.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

REVISION:

This policy is subject to periodic revision. MIS/Technology will notify users of these revisions, but it is the user's responsibility to ensure that use of the MIS/Technology computing and communication resources conforms to current policy.

COMPUTER PRINTING:

Printers and printer supplies are provided for school purposes only. No personal printing for personal business or for other organizations outside of DeSoto County Schools, such as churches, political campaigns, etc.

TEACHER WEB PAGES

DeSoto County Schools must have permission to use a child's picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications or videos produced and broadcast. Each child will be given a permission form and this information will be tagged in POWERSCHOOL.