



HAYWOOD COUNTY SCHOOLS

Technology Acceptable Use Policy

Official Use Only

Name: _____
Site: _____
Date: _____
Email: _____

Haywood County School District provides access to electronic networks, including access to the Internet, as a part of the District's instructional program to enhance teaching and learning. The use of the District's property must be for educational and research purposes consistent with the educational objectives of the District. The District reserves the right to monitor and assess use and content reports from District computers and networks. No person or user has an expectation of personal privacy in connection with their use of or content stored in, created, received or transmitted over any District property, including its computers and networks, unless such right is guaranteed by statute or other law.

In order to protect the integrity of the District's property and to protect the interests of the District and its students, the District prohibits (1) use that causes congestion or disruption to the District's computers and network; (2) searching, retrieving, transmitting or viewing any content in emails or other communications or documents that are not intended for that person; (3) unauthorized software use or downloading or installing unauthorized software, programs or files; (4) use of network or telecommunications for non-District business including commercial activities, product advertisement, financial gain or political activity; (5) engaging in any illegal or inappropriate conduct, including but not limited to copyright infringement, plagiarism, piracy, harassment, intimidation, threats, defamatory conduct, or misrepresentation including the unauthorized use of passwords or identities of other persons.

Staff and students are responsible for exercising good behavior when using District computers and networks, and all users are responsible for complying with all District policies when using District computers and networks. Staff and students are expected to take responsibility for conducting themselves in an appropriate, efficient, ethical, and legal manner when using Haywood County School District hardware, software, network resources, and Internet access. The use of information technology resources is a privilege, not a right. Any user's failure to exercise good behavior, to comply fully with this policy or to fail to fully comply with other District policies will warrant serious consequences including, but not limited to, loss of computer and network privileges, discipline, suspension/expulsion/termination, and legal action. All users are notified that sexually explicit or pornographic content has no place in the District and violators who use or access such content will face severe consequences including expulsion and legal action.

Description of Security Measures

The Internet provides access to a wide range of material. The Haywood County School District expects staff to blend thoughtful use of the Internet throughout the curriculum. Because of constantly evolving technology, it is impossible for school personnel to review and pre-select all materials that are appropriate for use by students and employees. The District approaches appropriate Internet usage in the following ways:

1. Filtering – To the extent possible, the District shall use commercially reasonable technology protection measures that allow it to meet the requirements of the Children's Internet Protection Act (CIPA), including the use of a filter to protect against access of:
 - a. Material that is, by definition, obscene (section 1460 of title 18, U.S. Code)
 - b. Child pornography (section 2256 of title 18, U.S. Code)
 - c. Material that is harmful to minors (further defined in the Children's Internet Protection Act)
2. Supervision – The District emphasizes the importance of supervision since no technology protection measure will block 100% of inappropriate material. The Haywood County School District expects all staff members to be responsible for monitoring and supervising all users of information technology resources, including the Internet, by enforcing the appropriate use of technology resources for educational and research purposes which are consistent with the educational objectives of the District.
3. Education – Each school year, education about online behavior including interacting on social networking sites and chat rooms, as well as issues surrounding cyberbullying awareness and response, will be covered in the curriculum.

Administration, Monitoring, and Privacy Rights

The District owns its computers, its networks and the content on those computers and networks. The District may enforce the operation of technology protection measures at any time and during any persons' use of the District's network. To insure system integrity and appropriate use of information technology resources, the District reserves



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the right to monitor, inspect, examine, store, and copy any information transmitted, stored, or received using information technology resources. Users shall have no expectation of privacy regarding the use of or content in information technology resources. In certain limited circumstances reserved to the discretion and decision of the Superintendent or the Superintendent's designee (an administrator or other authorized person), the technology protection measures may be disabled, circumvented, or minimized for those demonstrating a bona fide research need to access such filtered or blocked materials, or for other lawful purposes.

Statement Prohibiting Use Related to Discrimination, Harassment, and Defamation

The District prohibits use of its computer system for any purpose in violation of the District's discrimination and anti-harassment policies. All forms of harassment through the use of technology, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings. The District's computer system may not be used to defame others or disclose sensitive personal information about others.

Copyright Infringement of Software

The District prohibits the unauthorized use, downloading, installation, or copying of software on the District's computer system. All software used, downloaded, installed, or copied must be approved by the District. All users must comply with applicable licensing agreements and copyright laws, and copyrighted material may not be used or shared without authorization from the publisher.

Description of Other Unacceptable Uses

District resources are to be used for school-related administrative and educational purposes. The user is responsible for his or her actions and activities involving technology. Some examples of prohibited uses include, but are not limited to, the following:

- Searching for or deliberately viewing, listening to or visiting websites with or known for containing inappropriate material or any material that is not in support of educational objectives, such as profane material, obscene material, sexually explicit material, or pornography.
- Attempting to vandalize, damage, disconnect, or disassemble any network or computer component.
- Attempting to gain unauthorized access to the District system or to any other computer system through the District system, or beyond an individual's authorized access. This includes (1) attempting to log in using another person's account; (2) accessing another person's files with or without their permission; (3) sharing passwords for Internet access; (4) sharing passwords for computer, user, and email accounts.
- Searching for or creating security problems as this may be construed as an unauthorized attempt to gain access, i.e., computer hacking.
- Using District resources for purposes of plagiarism, theft, infringement and other illegal or illicit purposes.
- Connecting personal property to District equipment or network, including using personal cellular/mobile technology (i.e., iPhone, Blackberry) and personal wireless access devices to access the District's property, networks, or Internet access without a BYOD policy.
- Installing software without permission of the Director of Technology or his/her designee or using District software in a manner inconsistent with the District's interests, license agreements, and applicable laws.
- Wasting District resources including bandwidth.
- Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies. Using personal hotspots or tethering personal phones for Internet access is strictly prohibited.
- Using District resources, which include, but are not limited to, accessing personal or third party files, personal information, or personal email accounts such as Hotmail, Yahoo Mail, Gmail, etc.
- Revealing personal data of students and staff (example: PIN, social security number, credit card numbers, addresses, phone numbers, etc.)
- Using the system for purposes unrelated to the interests of the District such as use for commercial purpose or personal pleasure or gain. In the event a user has any questions regarding whether a use of the District's property is appropriate under this Policy, then the user must contact the Director of Technology for direction.



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Use of Social Networking Sites

The use of certain Web 2.0 services, such as Moodle, wikis, podcasts, RSS feeds and blogs emphasizing online educational collaboration and sharing among colleagues may be permitted by the District. However, such use must be approved by the Director of Technology or designee, followed by training authorized by the District. Users must comply with this and all other policies concerning social networking:

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

Employee Monitoring, Supervision, Enforcement, and Penalties

Consequences of violations of the AUP include, but are not limited to, the following:

Employees	Students
<ul style="list-style-type: none">• Suspension of network privileges• Revocation of network privileges• Suspension of Internet privileges• Revocation of Internet privileges• Restitution for the cost of the repair and/or technician fees to repair• Legal action and prosecution• Suspension• Termination	<ul style="list-style-type: none">• Suspension of network privileges• Revocation of network privileges• Suspension of Internet privileges• Revocation of Internet privileges• Restitution for the cost of the repair and/or technician fees to repair• Legal action and prosecution• School suspension• School expulsion

Laptop Agreement

1. I am responsible for the proper use and operation of this laptop.
2. I will not install any unauthorized software.
3. I will not try to gain unauthorized access to this laptop to install software or devices.
4. I will not delete software that I did not install.
5. I will not copy software from this laptop to another computer.
6. If I make changes to the settings of this laptop, I will return the settings to their original HCS configuration.
7. If loss or property damage occurs to this laptop away from HCS locations or due to misuse, I will be responsible for any financial obligation related to this event.
8. While at my work location, I will be responsible for having the laptop with its bag, cords, and cables in my possession.
9. I will present this laptop with its bag, cords, and cables at check-in for summer storage, before beginning approved leave, or at the conclusion of employment with Haywood County Schools.
10. I am aware that home use is limited to the Haywood County Employee listed on this form.
11. I will use this laptop for Haywood County business only and will not use it for any other personal or business use.
12. I am aware that laptops are subject to collection for periodic maintenance and inspection.
13. I am aware that laptops are HCS property and are subject to inspection at any time.
14. I have read and agree with the Haywood County Acceptable Use Policy and Regulations.

Exception of Terms and Conditions

These terms and conditions reflect the entire agreement of the parties and supersede 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.



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I understand and will abide by the above Terms and Conditions for Access to Haywood County Schools' Equipment, Network, and Internet service. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school or system disciplinary action may be taken, and/or appropriate legal action may be pursued.

Printed Name

User Signature

Date

This document constitutes an official request for access to HCS Equipment, Network, and Internet service. Upon receipt of this document by the Director of Information Technology, you will be issued an e-mail address and login credentials giving you access to HCS equipment and all appropriate network resources.