

## TALLAPOOSA COUNTY SCHOOLS TECHNOLOGY USE POLICY

### APPLICATION OF POLICY:

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Tallapoosa County Schools.

Thus, it is the intention of the Tallapoosa County Schools 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 the Tallapoosa County Schools 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.

- The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.
- This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.
- All Tallapoosa County Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding.
- Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

### POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Tallapoosa County Schools. Use of any and all technology resources is a privilege and not a right.

#### I. ACCESS:

1. The use of all Tallapoosa County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending an investigation.
2. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
3. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
4. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Tallapoosa County Schools.
5. Individuals identified as a security risk may be denied access.
6. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
7. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by any other means.
8. 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, either with or without malicious intent.

- If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District or Local Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.
- Either the District or Local Technology Coordinator in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- The District Technology staff or Local Technology Coordinator is responsible for installation of all software in use on the local area network and/or individual workstations within the Tallapoosa County Schools.
- Users should not purchase software without consulting the technology staff.

#### **IV. ELECTRONIC MAIL:**

- The Tallapoosa County Schools provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for secondary students.
- Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- Personal use of electronic mail is permitted as long as it does not violate Tallapoosa County Schools' policy and/or adversely affects others or the speed of the network.
- Electronic mail should reflect professional standards at all time.
- Tallapoosa County Schools' e-mail accounts may not be used for political or personal gain.
- Tallapoosa County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- Tallapoosa County Schools' e-mail accounts may not be used for sending mass e-mails.
- Tallapoosa County Schools' e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

#### **V. INTERNET:**

- The intent of the Tallapoosa County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- Permission is not transferable, and therefore, may not be shared.
- Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

#### **VI. INTERNET FILTERING:**

- Internet access for all users is filtered, through one central point, by website name. This filtering is provided by industry accepted standards and methods.
- URLs and IP addresses may be added to or deleted from the filtered list by the District office.
- Staff members may request review of filtered sites.

- inappropriate in "paper form" is also considered inappropriate in electronic form.
- Using another user's password or attempting to find out what another user's password is
  - Sharing your own password
  - Trespassing in another user's files, folders, home directory, or work
  - Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
  - Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
  - Harassing, insulting, or attacking others via technology resources
  - Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
  - Intentionally wasting limited resources such as disk space and printing capacity
  - Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
  - Sending, displaying, or downloading offensive messages or pictures
  - Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
  - Participating in on-line chat rooms without the permission/supervision of an adult staff member
  - Posting any false or damaging information about other people, the school system, or other organizations
  - Posting of any personal information about another person without his/her written consent
  - Broadcasting network messages and/or participating in sending/perpetuating chain letters
  - Violating copyright laws
  - Plagiarism of materials that are found on the Internet
  - Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
  - Use of any Tallapoosa County Schools Technology resource for personal gain, commercial or political purposes