

Sequatchie County Board of Education  
Acceptable Computer/Technology Use Policy  
Employee Edition

The Sequatchie County School System is pleased to provide computers with Internet access and network capabilities in all classrooms. This document contains the acceptable use of all computer related equipment set forth by the Sequatchie County Board of Education.

To ensure that Internet connections are used constructively for the advancement of educational opportunities for the students of Sequatchie County Schools, it is necessary to establish policies for acceptable use of computer network communications. The State of Tennessee has taken precautions to restrict access to controversial materials. Filtering software to block access to sites deemed inappropriate for instructional purposes has been installed and is monitored daily.

Acceptable use of the district's network and the Internet must be in support of education and research, and be consistent with the educational objectives of the school district. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Personal use for commercial activities, product advertising and /or political gain is prohibited. No two-way communication through outside "chat lines" will be allowed (AOL, MSN, MIRC, etc). Only those computers connected and approved by the school administrators and the system technology coordinator will be allowed to use Sequatchie County Schools Internet access. Access to protected resources "computer hacking" is illegal and prohibited. Access and utilizing of Web-based proxies are prohibited. Student use is restricted to activities approved by the supervising teacher. Employees are prohibited from installing any software on the school system's computers without asking and receiving permission from the System Technology Coordinator. Programs or games that are not educational or research based instructional programs are not to be installed or played on any computer at any time. Never share your password with anyone. User accounts must not be shared or left open and unattended. Backup copies of documents are the responsibility of the user. As a user you are accountable and can be held responsible for policy violations traced to you. Attempting to log in through another person's account or access another person's files is illegal, even if only for the purpose of browsing.

**The amount of time devoted to Internet projects must be proportionate to the educational value of the resources obtained. Internet access must be considered an educational tool, and it cannot distract from the scheduled base curriculum. It is to be used exclusively for school business and educational activities, and is subject to monitoring. All students working on computers must be monitored at all times. No exceptions.**

Staff members should set aside time at least once a day to check and respond to e-mail messages. Since e-mail is provided for school business related use, employees are asked not to forward messages that have no educational or professional value. An example would be any number of messages that follow a "chain letter" concept. These messages should be deleted immediately. Principals should be notified if a user receives unsolicited e-mail, particularly if it is of a "hate mail" nature. The district's e-mail system is provided on an "as is, as available" basis. The district does not make warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any software contained therein. The district does not warrant that the functions or services of the system will be uninterrupted or error-free, nor that defects will be corrected.

Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to harm or destroy computer equipment.

The use of computers and the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Employees who fail to comply with acceptable use policies adopted by the Sequatchie County Board of Education will also be subject to disciplinary action by school administration consistent with the school's discipline policy.

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I understand and will abide by the above Terms and Conditions for use of the Internet and the district's network system. I further understand that violations of the regulations above are unethical and constitute a criminal offense. Should I commit any violation, my access privileges could be revoked; disciplinary action could be taken and/or appropriate legal action could occur.

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Printed Employee Name

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Employee Signature

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Date