Policy References
2.7022
4.406
4.407
1.805
Board Approved 6/8/09

EMPLOYEE
ACCEPTABLE USE PROCEDURE

District-Provided Access to
Electronic Information, Equipment, Services, and Networks

Use of District-Provided Electronic Resources

Crockett County Schools provides staff with the infrastructure necessary for telecommunications and access to electronic resources for enhancement of job performance. Use of these resources will be permitted as needed for instruction, research, information access, productivity, professional development and communication. District-provided electronic resources such as email accounts, employee and student information management accounts, and workstation/laptop computers are limited to Crockett County Schools employees.

Principals in school settings and department heads in system-wide settings must approve requests for access to District electronic data. Access to electronic data will be granted based on the need to fulfill job responsibilities. All participating employees, both certified and classified, are responsible for maintaining confidentiality of this information.

Files stored on Crockett County Schools' computers will not be maintained indefinitely and are subject to review by personnel authorized by the Superintendent. This review is to maintain system integrity and insure that employees are using the system responsibly. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and related files.

All business communications should be conducted using a Crockett County Schools email account. Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and stored by others. Crockett County Schools' email may be considered public record according to policy 1.805 and could be retrieved after the user has deleted the communication.

A. ACCEPTABLE USES

Employees may use the various resources provided by Crockett County Schools to pursue educational and business-related activities, with allowance made for modest amounts of incidental personal use that does not violate this policy. All users of Crockett County Schools' electronic resources are expected to behave responsibly, legally, and ethically in their use of these resources. To that end, it is the responsibility of the users to:

1. Abide by all state and federal laws, copyright provisions, Crockett County Schools Board policies, and software licensing agreements to which Crockett County Schools a party;

2. Take precautions to protect accounts and passwords by selecting passwords that adhere to the district guidelines, changing them frequently and keeping them private;
3. Take precautions to protect sensitive data by assigning a login and screensaver password on any computer where applicable.
4. Observe the same standards of ethical conduct and courteous behavior that govern oral and written communications and other personal interactions while in an educational environment;
5. Respect the privacy and confidentiality rights of other adults and students including their files, accounts and personal information by upholding all federal or state statutes or any Board policies and procedures regarding the protection of employee or student information; and
6. Follow all Crockett County Schools policies and procedures for student acceptable use when utilizing technology with students.

B. UNACCEPTABLE USES

Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

1. Using the Crockett County Schools Network for, or in support of, any illegal purposes;
2. Using the Crockett County Schools Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material;
3. Using the Crockett County Schools Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or "stalk" another individual;
4. Using the Crockett County Schools Network for non-Board-related business purposes beyond modest amounts of incidental personal use;
5. Using the Crockett Network for political lobbying or for personal financial gain;
6. Using personal computers, cell phones, PDA's or other personal wireless devices to access the Crockett County Schools network infrastructure without the permission of a Technology Department Supervisor;
7. Attempting to subvert network security, impair the functionality of the network or to bypass restrictions set by network administrators, including the creation and use of proxy servers;
8. Accessing sensitive or confidential student or employee data without authorization;
9. Knowingly spreading "malware" or malicious software;
10. Allowing unauthorized access to Crockett County Schools confidential data, email correspondence or other information;

11. Connecting a Crockett County Schools computer to any other service provider while also connecting to the Crockett County Schools network via Ethernet or a wireless access point;
12. Downloading electronic media or software that may cause a threat to the Crockett County Schools Network;
13. Copying sensitive or confidential student or employee data to any removable media such as a "thumb" or flash drive, a hard drive or a CD without authorization; and
14. Using "system" or "administrative" passwords without authorization.
15. Use of Non-Educational Social Networking Sites on the School Network or on District Provided Equipment regardless of physical location.

C. Security

All employees must promptly report any breaches of acceptable use to school principals, department supervisors, or their designees, or the Director of Technology. If an employee inadvertently accesses or receives inappropriate information, he or she shall immediately disclose the inadvertent access/receipt to a superior and refrain from showing the inappropriate information to anyone else. Department supervisors or school principals shall report security breaches to the Director of Schools (or designee) or to the Director of Technology. Failure to report any incident promptly may subject the employee to corrective action consistent with the Board's rules and policies.

D. Sanctions

Violations of the terms of this procedure may result in disciplinary action up to and including termination of employment. When applicable, law enforcement may be involved.