

## **INTERNET ACCEPTABLE USE POLICY**

### **FACULTY AND STAFF**

The Colbert County Schools offer a variety of network and Internet resources to all staff as part of the instructional process. All uses of the Colbert County Schools' data system must be in support of education and must be consistent with all state and district policies. This document contains the Acceptable Use Policy herein referred to as (AUP) for Users of the Colbert County Schools' data system. This document must be signed by all Users.

#### Network Resources and Phones

1. Employees shall not access files/folders or retrieve any stored communication unless they have been given authorization to do so. Each employee is responsible for the security of his/her own password.
2. The Technology Department reserves the right to set parameters for Google Apps as needed. Each Teacher will have enough storage on Google Drive for their instructional needs. It is encouraged that teachers remove old data off their google drive or any network shared drive if that data is no longer needed. It is to be understood that data stored on Google Drive or any network shared drive is not private.
3. Cell phones should be used for instructional purposes or emergency situations only. Personal calls and/or texts made during the school day should be during non-instructional times. Staff should not use cell phones to access or update personal social networking sites during the school day.

#### Electronic Mail and the Internet

Google email accounts and Internet access will be given to all Colbert County Schools' staff. Employees are encouraged to use email and the internet to enhance instruction, promote student learning, and provide communication with the home.

1. E-mail and Internet access is to be used for instruction, research, home communication, and school administration purposes only. Access to these resources provided by Colbert County Schools is not to be used for private business or personal gain. This includes sending out "for sale" emails, shopping online during the instructional day, etc.

2. Users shall not compose, send, or attach defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal documents/files. This includes sending out school or district-wide emails questioning the teaching ability or actions of other staff members.
3. Users shall not visit sites that contain profane, sexually oriented, threatening, racially offensive, or other objectionable material. Users shall not try to circumvent the web filter that blocks such sites.
1. All staff and student correspondence via electronic mail should be to facilitate classroom learning.
2. When sending an email to a group of parents, staff should put each parent email address on the Bcc line to protect parent confidentiality.
3. Staff should not “reply all” to district-wide emails or to emails sent to multiple schools.
4. Teachers, library media specialists, and other educators will select and guide students’ use of computer and instructional resources at all times.
5. Users shall not transmit via email or post online a student’s work or picture containing personally identifiable information without written parental consent.
6. Students should not be allowed to reveal their name or personal information or establish relationships with “strangers” on the Internet or through email unless the communication has been coordinated by a teacher and written permission is granted by the student’s parent/guardian.
7. All school email and Internet usage is logged and can be checked by District personnel if inappropriate conduct is suspected. Email correspondence should not be considered private. Inappropriate conduct related to the business of the district which will constitute disciplinary action, includes but is not limited to
  - aiding in the spread of hate groups.
  - defaming other employees and/or school board members.
  - facilitate bullying.
  - posting inappropriate statues/pictures.
  - enable the spread of unreliable and/or false information.
  - facilitate neither support nor opposition for a political candidates.

8. Students are prohibited by their AUP from playing non-educational games, or watching non-instruction videos through Youtube, Netflix or other streaming sites. Staff should not encourage nor give permission to play non-educational games or stream non-instructional videos during class-time.

### District Webpages

The Colbert County Schools' website offer individual teacher web pages, numerous subsection pages for organizations, clubs, sports, curriculum, etc.

1. The use of the webpages must be in support of education.
2. Users will be responsible for maintaining the content of their webpage. Users will not use obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful language, materials and/or pictures.
3. Sponsors/coaches of extracurricular organizations may establish webpages. Material presented on the organization web page must relate specifically to organization activities and will include only user-produced material.
4. Users may not use the Colbert County Schools' webpages for commercial purposes. Users may not offer, provide, or purchase products or services through the schools' data system.
5. Users may not use the Colbert County Schools' webpages for political lobbying. *See also Inappropriate Conduct.*
6. Students must be under teacher supervision when working on school webpages/blogs. They are NOT permitted to have their own login. They must use the teacher's/sponsor's login and all content must be checked by the teacher/sponsor before the page is published.
7. Users will not plagiarize works that they find on the Internet.
8. Access to the webpage is a privilege not a right. Inappropriate use will result in suspension of privileges as well as disciplinary action. District personnel have the authority to determine whether or not content is appropriate.

9. Staff wishing to host classroom content on non-District platforms must notify and receive permission from the building principal unless the site is in some way affiliated with the district (e.g. district Edmodo, district google sites, etc.).

### Social Networking

1. District employees may set up a professional or class twitter, Facebook or other social media account for the purpose of sending out information and reminders.
2. In order for District employees to utilize a social networking site for instructional purposes in which there will be two-way communication with students they shall comply with the following:
  - a. They shall request prior permission from the principal.
  - b. If permission is granted, staff members will set up the site following any District guidelines. Guidelines may specify whether access to the site must be given to the technology staff.
  - c. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school level.
  - d. Once the site has been created, staff members are responsible for monitoring and managing the site to promote safe and acceptable use.
3. Users shall not use social media to promote, express political views or campaign for a political candidate.
4. District Employees shall not use defamatory language while posting on school sponsored social media. See also Inappropriate Conduct.
5. Staff members are discouraged from inviting students to be friends on personal social networking sites. Staff members are also discouraged from accepting friend requests from students on personal social networking sites. Employees taking such action do so at their own risk. Staff members should use professional judgment and caution when posting pictures of students on personal social networking sites.

*All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct.*

As an employee of Colbert County Schools, I have read and agree to the Internet Acceptable Use Policy.

Employee Name (Print): \_\_\_\_\_

School: \_\_\_\_\_

Employee Signature: Date: \_\_\_\_\_

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**