

Fentress County Acceptable Use Policy

User's Guidelines Purpose and Rights

All District guidelines and procedures for acceptable use of technology are intended to make the district's equipment, applications/programs and the system network more efficient, accessible and reliable for all "users." The use of the District's computer equipment and the participation in any online communication services (i.e. Internet, e-mail, distance learning, Intranet and web pages) is a **privilege and not a right**.

"User" is defined as Fentress County School District students, employees, volunteers, community members, and guests with access to a computer, Internet, and other technological equipment and software through the District.

District Technology Usage

The Computer/Equipment at Fentress County School District is to be used for instructional and administrative purposes. Instructional purposes include academic research, completing class assignments, communication, publishing, technology integration, technology proficiencies, software training and any activities that support the District's instructional objectives. The district has the right to monitor and review any files stored in district computers and any district electronic data devices as deemed appropriate to support identification, termination, and prosecution of unauthorized activity.

The following rights apply to all users:

1. The use of the District's equipment will be determined by the District and the leadership of the schools.
2. Some computers/equipment (i.e. software, digital cameras, laptops, etc.) will be available for use on a check out basis.

Acceptable Conduct

1. Users shall protect the security and privacy of Fentress County School District and network.
2. Users shall treat computers with care.
3. Users who check out equipment/software shall be responsible and must make sure that equipment is operating properly prior to being checked out. It is also the responsibility of the user to return the equipment in the same condition it was checked out. (Normal wear and tear accepted).
4. The District has the right to monitor all computer usage.
5. Users shall obtain permission before opening, moving, deleting, or duplicating the computer files of others.
6. Teachers may bring laptops to school but must notify School-Level Technology Coordinator. The Technology Department will not be responsible for support nor repair.

Limitation of Uses

***Unsupervised use of district equipment by students for email, web-surfing, etc. is strictly prohibited and in violation of this policy.**

1. Users shall not hack or otherwise alter programs or files belonging to other users.
2. Users shall not take actions that are harmful to the district's equipment (vandalism).
3. Users shall not install software (i.e. games) not approved by the School-Level Technology Coordinator.

4. Users shall not use the computer/equipment in any way that may harass, defame or demean others with language, image or threats.
5. Users shall not use computer/equipment for personal use such as for commercial purposes, financial gain, advertisement, and seeking/interacting with professional unions, political lobbying, supporting illegal activities.
6. Users shall not use/download any peer-to-peer (PTP) software such as Napster, Imesh, Morpheus, Kazza, etc.
7. Users shall not make any changes to the computer/equipment configurations (i.e. network settings, display settings including backgrounds and screen savers).
8. Users shall not use unauthorized administrative logins and passwords without the written approval from the Technology Department.
9. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
10. Users shall not assemble or disassemble computers/equipment without written permission from the School-Level Technology Coordinator.
11. Users shall not move computer/equipment from designated areas without the written permission of the School-Level Technology Coordinator.
12. Users shall not waste district resources (paper, ink, disk space, diskettes, etc.).
13. Students may NOT bring laptops to school.

Software Installation/Usage Policy

All software purchase or acquisitions must follow outlined district policy.

- All software must be approved by the technology department before purchase and checked for compatibility with District equipment.
- School-Level Technology Coordinator will oversee the installation of all software with license attached to work order.

1. District technology staff has the right to remove any unauthorized software.
2. Restrict the use/listening of Internet radio stations or streaming of Internet video to preserve District bandwidth.
3. The District will restrict the use of games for staff and students with the exception of educational software that has been approved by the District.

Internet Usage

Defining Internet Usage Rights/Purpose

Fentress County School District is providing access to the Internet with the purpose to facilitate teaching and learning of the curriculum in accordance with Fentress County School District educational objectives. Therefore, Internet users must restrict their activities to endeavors in support of district educational and administrative objectives. The district has the right to monitor, audit, and review user's Internet access in district computers and any district electronic data devices as deemed appropriate to support identification, termination, and prosecution of unauthorized activity.

The following procedures will be applied at all campuses:

1. The School-Level Technology Coordinator will provide training in the proper and ethical use of the Internet.
2. The district shall monitor and/or review individual usage of the Internet to ensure its proper use.

3. The district has the right to generate a User Access Report detailing all violations.

Acceptable Conduct

1. Users shall use the Internet for educational and administrative purposes and as a tool to enhance teaching and learning in the classroom.
2. Users shall use Internet resources in accordance with copyright law.
3. Users shall use the Internet in accordance with civic and federal laws.
4. Users shall conserve district resources (paper in printer, disk space, bandwidth, etc.).

Limitation of Uses

1. Users shall not use the Internet for non-educational purposes.
2. Users shall not use the Internet unless they have returned the appropriate agreement form signed by guardian and student to allow use of the Internet.
3. Users shall not distribute personal information about themselves or others through the Internet.
4. Users shall not use the Internet in any capacity to gain unauthorized access to resources or information, or to maliciously attempt to harm or destroy district equipment or data, or the equipment or data of any of the agencies or other networks that are connected to the Internet.
5. Users shall not use District Internet access to conduct buying, selling, or promotion of commercial items.
6. Internet users shall not purposefully access or post materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's image, or illegal. These items include but are not limited to the following categories:
 - a) Adult -URLs with content intended for adults only. Examples include: Images or text that are provocative, suggestive, and erotic.
 - b) Sites which promote activities which are illegal for minors (such as drinking alcohol)
 - c) Other contents which many people may find repulsive or disgusting.
 - d) Crime -URLs which are intended to teach/instruct the reader in skills which are generally only useful for pursuing criminal activities, such as:
 - Building bombs or explosives
 - Hacking into computer systems
 - Lock picking
 - e) Drugs -URLs which promote the use of illegal controlled substances or instruct the reader how to grow/make/process these substances.
 - f) Entertainment - URLs, which allow the playing or downloading of games.
 - g) Gambling - URLs, which allow for on-line gambling or are dedicated to gambling information and instructions.
 - h) Intolerance - URLs, which advocate intolerance or hatred of a person or group of people.
 - i) Violence- URLs, which show or advocate violence. Examples include: Images containing graphic violence (blood/murder), promotion of violence or terrorist acts against others.
6. Users shall not gain unauthorized access to resources or information.
7. Users shall not waste system resources while using the Internet. Examples of resource waste violations are:
 - a) Printing items that are not educational
 - b) Downloading large files, such as games, multimedia programs, music and videos

Chat Rooms and Newsgroups Usage

Defining Chat and Newsgroup Usage Rights/Purpose

Users shall not participate in newsgroups or chat rooms. With approval from the Technology Department, chat rooms and newsgroups can be made available for educational use and only for a limited time. Teachers may assign projects requiring educational chats with other students/professionals by completing a request form and notifying their School-Level Technology Coordinator in advance so arrangements may be made.

1. The district has the right to block chats.
2. Even if user has district approval to use a chat line/room, the district has the right to lock out any user that uses chats excessively, in an inappropriate manner, and/or in violation of the guidelines outlined below.
3. The district has the right to decide which chat lines are educational.

Acceptable Conduct

1. With prior, written permission, users shall use educational chat rooms, network chat, or newsgroup accessed on the Internet for educational purposes.

Limitation of Uses

1. Users are prohibited from participating in any chat room, without proper approval.

Electronic Mail Usage

Defining Certain Rights/ Purpose

In this section only, user will be defined as Fentress County School District employees. Students are NOT included as users since email is prohibited for them.

The purpose of the school district's E-mail is to facilitate communications in support of research and education. Access to the district's E-mail system is a privilege, not a right. Users of the district E-mail system are required to comply with all District rules, regulations, and policies governing appropriate use of the system.

The following procedures will be applied at all campuses:

1. The Technology Department will create e-mail accounts.
2. Users shall not share their login or password with anyone.
3. E-mail transmissions sent and received by employees should be for educational purposes only.
4. District has the right to deny the privilege of using E-mail to any user who is in violation of any guideline outline below.
7. Supervisors have the right to request, from the Technology Department, copies of E-mail sent or received by staff if suspicion concerning inappropriate use exists.

Acceptable Conduct

1. Users shall use E-mail for educational purposes and must be consistent with the educational mission of the Fentress County School District.
3. Users shall purge electronic mail on a regular basis to ensure proper use of system.
4. Users shall report illegal or unauthorized use of the E-mail or online systems to the Technology Department.

Limitation of Uses

1. Users shall not use the E-mail system for any illegal activity, including but not limited to violation of copyright laws (plagiarism, forgery).
2. Users shall not transmit personal information about students including, but not limited to student names, phone numbers and addresses outside of the district's network without written permission from the student (i.e.18+) or his/her parents.

3. Users shall not use E-mail to sell or to solicit products or services. Users shall not use Email for private or commercial offerings of products or services.
4. Users shall not use and/or respond to E-mail in any way that would be considered:
 - a) Damaging to another's reputation
 - b) Abusive
 - c) Obscene
 - d) Sexually oriented
 - e) Offensive
 - f) Threatening
 - g) Harassing
 - h) Illegal
 - i) Contrary to school policy
5. Users shall not attempt to read, delete, copy, or modify the E-mail of any other user.
6. Users should not deliberately interfere with the ability of other users to send/receive E-mail.
7. Users shall not access private E-mail accounts such as HOTMAIL, YAHOO MAIL, etc. when using the district's Internet system due to the danger of corruption to the District's computer system.
8. User shall not use E-mail for the purpose of sending unnecessary or junk mail.
9. Users shall not respond to unsolicited E-mail messages from any source.
10. User shall not pretend to be someone else when sending/receiving messages.
11. Users shall not use E-mail for any purposes that may present a tangible cost to the school or interfere with the operations of the computer network or with the performance of the student or employees.

Developing and Publishing of Web Pages

Defining Web Pages Usage Rights/Purposes

Web sites should be primarily academic in nature. They may also serve to support our educational programs by informing our community about events and activities and reflect the unique personality of each school. Users should be mindful that publishing a web page on Fentress County Schools web server, or other web sites known to us, might cause some recipients or other visitors of that web site to assume they represent the District or school, whether or not that was the user's intention.

1. The following criteria must be considered when creating and/or posting material to a web page:
 - a) Requirement of the District's web administrator to upload campus/district's web pages.
 - b) Maintenance includes (but is not limited to) timely updating.
2. Roles and responsibilities of the developers in the web creating/posting process:
 - a) Web Site Administrator: Responsible for all web sites residing on Fentress County servers. Has the authority to add, edit, and delete any web link, image, page, folder, and site. Administrator has FINAL say on any and all content existing on district web servers.
 - b) District Web Master: Responsible for all web pages placed on the web server for Fentress County Schools. The district web master may shut down pages on any web site that uses excessive system resources or network bandwidth.
 - c) Campus Web Master: Designated by the Technology Department or campus administrator to act as managing editor for the campus web site. Permission of originator is needed to publish information, graphics and/or photographs on the Internet. Web master will be responsible to gather all Copyright Permission Letters from the Web team and turn them in to the Web Site Administrator before publishing.
 - d) Web Team: Team of staff and/or students under the direction of the web master and/or advisor, which includes co-writers, designers and web editors. The team is responsible for establishing, maintaining, and accommodating the newly acquired pages for the school's web site. Periodic checks of external links and the ongoing upkeep of the web site are required.

3. Permission form must be signed by student (i.e., 18 yrs +) and/or parent prior to the publishing of the student's work. These forms must be turned in to the web site administrator.

4. Web pages created by employees belong to the district even if the employee is no longer in the district.

The following rights apply to all users:

1. The district has the right to deny publishing a school's or a department's web page that does not follow the approved districts web page template.

2. The district's web master or district web administrator has the right to delete any web page that uses excessive system resources or network bandwidth or that is in violation of any of the guidelines outlined below.

Acceptable Conduct

1. Users shall publish school-related web pages. Web pages' content and the intent shall be in accordance with the Fentress County School District's Internet policies and guidelines.

2. Users of web pages shall be in compliance with federal copyright laws.

3. Users shall obtain permission from originator in order to publish information, graphics or photographs on any school related web page. All graphics, photos, and art must include site references.

4. Users (students) shall obtain and file, with the web administrator, a signed permission form prior to publishing student's work on the Internet.

5. Users' web pages shall be appropriate in relation to the objectives of the class/campus/district.

6. Users, who publish a school-related web page on the Internet, shall use only the campus/district's web servers to publishing their WebPages.

Limitation of Uses

1. Users shall not use excessive resources on web pages.

2. Users shall not create campus and departments' web pages without using the district's approved template. Teachers and students individual web pages do not need to follow the approved district's web page.

3. Users shall not publish web pages for commercial or private advertising, commercial offerings of products or services for sale, or solicit products or services or to raise funds for non-district related activities or organizations.

4. Users who create school-related web pages shall not publish their work outside of the districts web server. (i.e. local provider, geocities.com, myspace.com, etc)

5. Users shall not identify students on school's web pages. Users shall follow these guidelines:

a) When appropriate, first initials and last names or first name along with initial of last name shall be used.

b) Student work shall not reveal family or personal details that may be construed as invasion of privacy for student or family members.

c) Student pictures shall not be published unless written parental permission or student (i.e., 18yrs +) permission is obtained. Group pictures are recommended, with references to teacher's class rather than individual names.