**Quitman County Schools**

**Electronic Information Services
Employee Acceptable Use Policy**

**This document outlines the acceptable use of Quitman County School District computers and computer network. Hereinafter this document is known as the Acceptable Use Policy (AUP)**.

Employees may not use the Electronic Information Services (EIS) system for any non-educational purposes including, but not limited to, lobbying, soliciting, recruiting, promoting, or persuading outside organizations, etc. Employee actions will be monitored and tracked. Downloading unacceptable or copyrighted material, or accessing inappropriate websites is strictly prohibited. Never disclose personal information. The EIS network security is of utmost importance. If a security problem is identified, a system administrator or the employee’s supervisor must be notified immediately. Violation of this policy is subject to disciplinary action.

**I understand and agree as follows:**

1. **EIS System:** Quitman County Schools provides the EIS System for the sole purpose of supporting approved educational activities.

2. **Internet Use:** Internet use is a privilege, not a right. Inappropriate use will result in a loss of network privileges, disciplinary action, and possible referral to legal authorities. An administrator may deny, suspend, or revoke specific user access and/or user accounts at any time. The building principal or District administrator must approve the posting of all web pages.

3. **Unacceptable Uses:** Unacceptable uses of the EIS are outlined in Governing Board Policy. Unacceptable uses include, but are not limited to:

1. Using the system for entertainment, commercial or political lobbying purposes.
2. Plagiarizing or misusing copyrighted material.
3. Attempting to spread viruses in the EIS system.
4. Using Internet games, MUDs (Multi User Domains), and IRCs (Internet Relay Chats).
5. Installing, downloading, archiving, distributing or sharing any software or digital file(s) (such as movies, music, or text) for non-educational purposes.
6. Providing personal addresses, phone numbers, or financial information in network communication.
7. Providing to another person or using another person’s account information. Passwords should be changed frequently.
8. Moving or attempting to repair District owned hardware. Vandalism will result in disciplinary action.
9. Bringing personally owned technology hardware and attempting to use it with District-owned hardware with the sole exception of removable flash drives.
10. Harassing or engaging in personal attacks, including prejudicial or discriminatory, on individuals or groups. This would include, but is not limited to, material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.
11. Posting chain letters or engaging in email spamming.
12. Posting information that could cause damage or danger of disruption to the educational environment.
13. Attempting to or gaining unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
14. Engaging in any illegal or inappropriate acts including, but not limited to, the purchase, sale or distribution of drugs or alcohol, criminal gang activity, threatening conduct, etc.

4. **Termination of Account** Users may be granted an account on a year-by-year basis. Upon leaving the District**,** the user account will be deleted.

5. **My Rights**

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. There is no right of privacy with respect to the EIS System.
2. Routine maintenance and/or monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement, or the law.
3. An individual search of files will be conducted if there is reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the EIS System.
5. If I am alleged to have violated this Agreement, District Policy or Administrative Regulation, or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District’s disciplinary code, it will be handled in a manner described in the disciplinary code.

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6. **Professional Use of the EIS System.**

1. All E-mails must be signed with the employee’s full name, job position, and physical location with the District.
2. Sending E-mail from the District E-mail system is equivalent to using District and/or school letterhead. Employees must be careful not to have their own statements mistakenly attributed as being a statement made by the District.
3. District employees must take special care to protect against inappropriate or negligent disclosure of confidential information concerning students.
4. All communications (including E-mail messages) are property of the District, and may be viewed by the Superintendent and/or the EIS System administrator. All communications shall be considered to be part of the public record. The District may disclose any public record without permission or knowledge of an EIS System user.

7. **Personal Use of the EIS System**.

1. Personal use must be at virtually no cost to the District.
2. The degree or extent of personal use must always be insignificant as compared to use for assigned work.
3. Personal E-mail should be read and deleted.
4. Personal use may violate any conditions set forth in this agreement.
5. Users may not subscribe to mailing lists and/or list services that do not relate directly to their job functions.

8. **Staff Responsibilities.** Teachers, staff members, and volunteers are expected to enforce the district’s EIS policies and

procedures. When employee/volunteers become aware of violations, they are expected to inform the building principal or other appropriate administrators or supervisors. This requirement shall include, but is not limited to:

1. Maintaining supervision of all students using the EIS system.
2. Prohibiting unauthorized technology resources in the classroom and/or computer lab.
3. Prohibiting the loading and/or use of non-educational games and all personal software.
4. Monitoring the use of Student E-mail.
5. Ensuring that all users log off when leaving computers unattended.
6. Student misconduct must be terminated.

**IPads/Computers**

1. **Users Responsibilities**
2. Users must use the protective covers/cases provided for their iPad/Computer at all times
3. The iPad/Computer screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad/Computer.
4. Only a soft cloth should be used to clean the iPad/Computer screen.
5. Do not subject the iPad/Computer to extreme heat or cold.
6. Do not store or leave the iPad/Computer unattended in vehicles.
7. Users may not photograph any other person, without that persons’ or parental consent
8. The iPad/Computer is subject to routine monitoring by Quitman County Schools.
9. Devices must be surrendered immediately upon request by any designated member of staff.
10. Users in breach of the AUP may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
11. Quitman County Schools is not responsible for the financial or other loss of any personal files that may be deleted from an iPad/Computer.
12. **Safeguarding and Maintaining as an Academic Tool**
13. iPad/Computers are required to be charged and be ready to use in school.
14. Items deleted from the iPad/Computer cannot be recovered.
15. No personal files or Apps should be stored on the school iPad/Computers.
16. Personal email accounts and social networking Apps should not be installed on the school iPad/Computers.
17. The whereabouts of the iPad/Computer should be known at all times.
18. It is a user’s responsibility to keep their iPad/Computer safe and secure.
19. If an iPad/Computer is found unattended, it should be given to the instructional technology specialist, the technology coordinator or an administrator immediately.
20. iPad/Computers may be gathered in and reset at any time.
21. iPad/Computers should always be available when needed for academic purposes.
22. **Lost, Damaged or Stolen iPad/Computer**
23. If the iPad/Computer is lost, stolen, or damaged, the Instructional Technology Specialist/Technology Coordinator must be notified immediately. No further action should be taken unless directed.
24. All repair/replacement claims must be reported to the Quitman County Schools IT department. In the event of theft, you must file a police report, using the Serial Number and asset tag number, and bring a copy of the report to the Principal's office/technology coordinator immediately.
25. Quitman County Schools has a Repair Protection Plan to cover iPad/Computer accidental screen damage.
26. Staff members are responsible for the fees associated with any repairs or replacements necessary.
27. If a device is damaged, the staff member will owe $50 to Quitman County Schools. Teachers will be issued a temporary device once the fee is paid to use in class while their assigned device is repaired.
28. **If an iPad/Computer is stolen on Quitman County School’s property or off campus, it is the responsibility of the staff member to report the iPad/Computer stolen to Quitman County Sheriff’s Office. To file a report you will need the iPad/Computer’s serial number and asset number found on the back of each iPad/Computer.**
29. **Prohibited Uses (not exclusive):**
30. Accessing Inappropriate Materials – All material on the iPad/Computer must adhere to the Quitman County AUP. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
31. Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity.
32. Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
33. Images of other people may only be made with the permission of those in the photograph.
34. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the school administration.
35. Misuse of Passwords, Codes or other Unauthorized Access: Users must set a passcode on their iPad/Computer to prevent other Users from misusing it. This should not be shared with pupils.
36. Any user caught trying to gain access to another user’s accounts, files or data will be subject to disciplinary action.
37. Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
38. Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad/Computer by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
39. Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
40. Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
41. Users should be aware of and abide by the guidelines set out by the School AUP policy.
42. Quitman County Schools reserves the right to confiscate and search an iPad/Computer to ensure compliance with this AUP.

 **Disclaimer Of Liability**

The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages caused by inappropriate use of the EIS system, copyright violations, mistakes or negligence. The District shall not be responsible for any costs incurred without the District’s prior written permission. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District shall not be responsible for any damages suffered while using the EIS system (e.g. loss of data or service interruptions). Use of any information obtained via the information service is at the employee’s own risk. Employees can be held financially responsible for any damage to the system as a result of intentional misuse.

**I have read the District’s Employee AUP and agree to abide by all terms and conditions set forth herein. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary and/or legal consequences.**

Employee Signature: Date:

Name (Print): Employee ID:

Position / Title (Print): Last Four SS#:

School / Department (Print):