

**Purpose**

The Cherokee County Board of Education ("CCBOE") network has been established for educational purposes. The CCBOE provides technology to support the educational mission of all schools in the district and to enhance the instruction and learning opportunities for students and employees. Use of the network, including its communication capabilities, computer equipment or other resources, is primarily for educational purposes. Limited peer communication and similar activities are permitted only during non-instructional time and only to the extent they are not disruptive to services or excessive in nature.

**Definitions**

The term "technology" in this document, is intended as a broad interpretation referring to, but not limited to, computers, hardware, software, network devices, peripherals, the Internet, email, websites, online class management systems and other online environments.

The term "network" refers to the collection of electronic devices including, but not limited to, computers, printers, scanners, cameras, copiers, connectivity, and other electronic and connectivity devices that may or may not have access to the Internet, networked resources, electronic mail and other devices available through the local network and the Network.

**Employee Access to Technology Resources**

Employees will have access to technology resources and the Internet through the CCBOE network based on the individual's specific job requirements and needs. A signed agreement form must be on file for each employee that uses CCBOE technology resources. Employee use will be governed by the CCBOE Personnel Policy Manual, the law, and the Technology Standard Operational Procedures.

**Children's Internet Protection Act (CIPA) Responsibilities**

CCBOE employees are required to monitor student use of the Internet to ensure compliance with the CIPA requirements. Internet safety education will be conducted in all CCBOE schools. The Internet will be filtered as required by the Children's Internet Protection Act (CIPA) and student activity on the network will be monitored for student safety and responsible use.

**Unacceptable Use of CCBOE Technology**

Administrators, teachers, staff, and other employees of the CCBOE are responsible for their actions and activities involving the use of technology resources. All efforts should be made to protect computer files, passwords, accounts, and student information. To assure that protection occurs, certain unacceptable uses that are expressly prohibited include, but are not limited to, the following:

**Illegal Activities**

- Users will not use technology to engage in any illegal act in violation of local, state or federal laws and statutes. This includes, but is not limited to, criminal activities, illegal installation or use of copyrighted software, unauthorized access to the CCBOE system or any other computer system through the CCBOE system, or goes beyond their authorized access.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

**Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Teachers will instruct and supervise students concerning copyright.

**System Safety, Security and Equipment**

- Users will use their accounts only as authorized by the CCBOE.

- Users will set unique passwords on all password-protected programs and change passwords routinely or as prompted by the system.
- Users will not reveal **passwords or login information** to students or anyone else at any time.
- Users are responsible for activity on their account while logged into the network or a specific program.
- Unauthorized attempts to login as any other individual are prohibited. Users will not intentionally view, seek, obtain, or modify information, other data, or passwords belonging to other users.
- Users will not misuse or mismanage any information they may have access to through their user accounts (student data, grades, software license, installation programs, etc.).
- Users will close programs or log out of unattended applications such as STI, CompassLearning Odyssey, Renaissance Place, etc.
- Users will immediately notify the CCBOE Technology Coordinator and the Network Administrator if they have identified a possible security problem. Users are not authorized to "look for" security problems. This action may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses through e-mail or the downloading of files from the Internet by following the guidelines established for these activities by the CCBOE.
- Users will not waste or monopolize system resources through the use of non-instructional use of gaming software, audio, or video either locally or across the Internet.
- Users will not modify computers in any way without the express permission of school administrators or the CCBOE Technology Office.
- Users will not attempt to circumvent any security measure that is in place on the CCBOE network. This includes, but is not limited to, adding unauthorized equipment (computers, handhelds, access points, printers, etc.), guessing passwords, exploring servers, attempting to gain access, and other methods of intrusion attempt.
- Users will not move or dispose of system equipment without following proper equipment transfer and recycling procedures.
- The Technology Office must first authorize any equipment before it is allowed to operate on the CCBOE network.

**Inappropriate Language, Actions and Access**

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- Users will not use technology for illegal, offensive, or antisocial behaviors such as harassment, posting false or defamatory information or personal attacks, including prejudicial or discriminatory remarks.
- When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
- Teachers will supervise and are responsible for students using technology under their supervision. No student should be allowed to use a computer or other device on the CCBOE network, with or without Internet access and/or e-mail, unsupervised. The responsibility of supervision falls on the classroom teacher of the student.
- Users will not use the CCBOE system to access material that is profane or obscene (pornography), that advocates illegal acts, that advocates violence or discrimination towards other people (hate literature), is illegal, or has no educational or professional development value. CCBOE employees may access the above material only in the context of legitimate research.
- If a user accesses such information, they should immediately notify the Network Administrator. This will protect users against an allegation that they have intentionally violated policies.

**Respect for Privacy**

- Users will not trespass in folders or files that are not their own.
- Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.
- Users will not send and/or access electronic information anonymously.

**Respecting Resource Limits**

- Users will not use technology for any non-educational, commercial, or "for-profit" purposes. Use of the system is authorized for educational purposes.

- Users will not download large files including but not limited to free program files without authorization from the Technology Office.
- Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will not install and/or use illegal software.

**Selection of Appropriate Material**

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. **Teachers will preview the materials and sites** they require or recommend students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

**Due Process**

The CCBOE will cooperate fully with local, state, or federal officials in any investigation relating to any illegal activities conducted through the CCBOE system. Employee violations of the CCBOE Employee Responsible Use Policy will be handled in accordance with CCBOE Policy Manual. Employee violations may result in the suspension and/or removal of account and access privileges while the violation is being investigated. Depending on the outcome of the investigation, access privileges may be revoked permanently, disciplinary action may be taken or dismissal from employment and/or appropriate legal action may be taken.

**Search and Seizure**

System users have no expectation of privacy in the contents of their personal files on the CCBOE network, systems, computers, software, etc. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the responsible use policy and/or the law. An individual search will be conducted if there is suspicion that a user has violated the policy or law. CCBOE employees should be aware that their personal files and information may be examined during monitoring of the system and are in no way guaranteed to be secure or confidential. The CCBOE will block access to certain resources and will monitor resources and content used by users.

**Limitation of Liability**

The CCBOE makes no guarantee that the functions or the services provided by or through the CCBOE system will be error-free, without defect, or always available. The CCBOE will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The CCBOE is not responsible for the accuracy or quality of the information obtained through or stored on the system. The CCBOE will not be responsible for financial obligations arising through the unauthorized use of the system.

**Technology Standard Operational Procedures**

Management of technology resources will be directly related to the Technology Standard Operational Procedures authorized by the Superintendent and the Board. The Superintendent and the Technology Coordinator are authorized by the CCBOE to develop additional rules and regulations regarding the daily use and management of technology resources to ensure proper use through documentation in the "Technology Standard Operational Procedures". **These operational procedures must be followed by all employees** and will be made available on the CCBOE web site.

**Employee Agreement Form Requirement**

Each individual authorized to access the CCBOE's technology resources, network, and Internet services is required to sign an agreement form stating they have read and agree to abide by the Employee Technology Responsible Use Policy and the Technology Standard Operational Procedures. In addition, all employees that work with or around students with technology are required to read and understand the Student Technology Responsible Use Policy.