



GCHS/GCSS EMPLOYEE TEACHER TECHNOLOGY USER PROCEDURE AGREEMENT

I. Introduction to GCHS Acceptable Telecommunications Use Procedure

All Greene County High School employees shall sign a Technology User Agreement Procedure Statement saying they have read and understand the administrative procedures set forth for using the GCSS telecommunication infrastructure and the resources provided via said infrastructure.

Consistent with the Greene County School System's(GCSS) Board of Education Electronic Communications Policy (IFBGA) and consistent with the educational mission and goals of Greene County High School, all students and employees are provided access to the Greene County School System telecommunication infrastructure for educational purposes. The Greene County School System believes the use of telecommunications in instructional programs is an educational tool that facilitates communication, innovation, resource sharing, and access to information. Due to the complexity of accessible networks and the magnitude of potential information available via the Internet, students and staff using telecommunications will comply with this policy and system administrative procedures with regards to technology use. Due to the changing nature of technology and due to changes recommended or required by federal law, the Board of Education reserves the right to amend this policy. Greene County High School administration reserves the right to make further restrictions based on need at the building level.

The Board of Education makes no assurances of any kind, expressed or implied, regarding any telecommunication services provided. Neither the school system nor individual schools in the system, namely Greene County High School, will be responsible for any damages the employee/user suffers. Use of any information obtained via the system's telecommunication infrastructure is at the user's own risk. The school system specifically denies any responsibility for the accuracy or quality of information or software obtained through its electronic services. The Board of Education can assure parents that the staff will be trained and reasonable precautions, including content filtering and monitoring, will be taken to keep Greene County students safe from illegal and/or offensive material in compliance with FCC guidelines.

II. Staff Training and Monitoring

Greene County High School staff members will become familiar with the GCSS Acceptable Telecommunications Policy and its applicable procedures. Staff members will be trained in the use of appropriate telecommunications and informed of "no right to privacy." The Technology Director and/or designee (e.g., Media Specialist) will lead this instruction. The instruction will include training and any needed clarification on this policy and applicable procedures established and/or amended during the school year. No staff member shall have access to the Internet within a classroom or other school setting unless the staff member has completed appropriate training and signed the Teacher Responsibility Form. When, in the course of their duties, staff members become aware of student violation of this policy, they must correct the student and address the matter in accordance with this procedure and the procedures outlined in the Greene County High School Code of Conduct which is consistent with the Greene County Board of Education's general disciplinary policies and procedures.

The Board of Education, through its administrative staff, reserves the right to monitor and filter all computers, electronic mail, voice mail, Internet, and all other forms of electronic activity and/or use by students and staff conducted at Greene County schools. The Internet network structure makes it extremely difficult for the Board of Education and/or schools to regulate completely and filter the information received or sent by users. As such, the Board of Education and/or schools cannot assure parents that students and/or employees will not access undesirable materials or send or receive objectionable communications.

In doing the most controlled monitoring possible, school administrative personnel will enforce administrative procedures. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges and disciplinary and/or appropriate legal action for both students and employees. A copy of the procedures shall be distributed to each school system employee. The Superintendent will instruct the administration at each school to provide a student copy in the form the school deems appropriate (student handbook, parent and student information sheet, etc.). The media center at each school and the central office shall house a copy for public examination. In addition, copies of this Acceptable

Telecommunications Use Policy will be found on the Greene County Schools web page (<http://www.greene.k12.ga.us>), and a hard copy will be housed at the Technology Department along with a copy of the Children's Internet Protection Act.

It shall be the policy of the Greene County Board of Education that the school system shall have in continuous operation, with respect to any electronic devices belonging to the school providing access to global communication, the following:

1. A qualifying "technology protections measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the Superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities or users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practical, access to inappropriate matter on the Internet or the World Wide Web;
 - b. Promote the safety and security of users when using electronic mail, chat rooms, and any other forms of electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized online activities;
 - d. Prevent the unauthorized disclosure, use or dissemination of personal identification information;
 - e. Restrict access to materials "harmful to minors" as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000 which state *The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that*
 - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

II. Network Security

The user is responsible for all of his/her actions and activities involving the Internet and the system's telecommunications infrastructure. Network security is a high priority. If either an employee or a student identifies or perceives a security problem or a breach of these responsibilities on the Internet, network, or telecommunications infrastructure the user must immediately notify the Greene County High School media specialist who will take the appropriate measure to notify the principal, technology coordinator, or other appropriate staff. The user must not demonstrate the problem to other student users. Any student or employee identified as a security risk will be denied access to the school system wide network for 10 (ten) days consecutive during which time an investigation will be conducted. Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, or posting materials or communications that are
 1. Damaging to another person's reputation, the school's reputation (e.g., photos, videos, blogs, messages), the community's reputation, or intended to cause emotional abuse in visual or verbal format.
 2. Abusive, obscene, sexually oriented, pornographic, intended to cause intimidation, threatening or violent, harassing or contrary to the GCSS Board of Education's policy on harassment (commonly called "cyber bullying"), illegal, or related to controlled substances.
- B. Using the telecommunication infrastructure or any other electronic devices for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of Federal or State regulations.
- C. Copying or downloading any material, other than appropriate resources, to a server or workstation connected to the school network without **proper permission for approved/assigned classroom projects.**

- D. Utilizing any software for the purpose of monitoring the network, performing remote administration, registry management, or any other activity that might cause damage to the school's network system or any other system. This includes but is not limited to electronic devices that may contain viruses.
- E. Attempting to read, delete, move, copy, or modify any file on the network system or deliberately interfering with the ability of other system users on the network.
- F. Wastefully using resources, (time-on-line, paper for printing, ink, or instructional time, etc.).
- G. Gaining access to unauthorized resources or materials or invading the privacy of individuals.
- H. Using the network to send, receive, or view messages and/or images that are inconsistent with the district's educational goals, objectives, and conduct guidelines.
- I. Using the network(s) in a manner inconsistent with directions from teachers and/or other school staff.
- J. Using the network while access privileges are suspended or revoked.

III. Password Security

Passwords shall be kept confidential. Students or employees who reveal passwords to students or other employees will be responsible for compensating the school system for any losses, costs or damages incurred by the school system relating to or arising from any violation of this policy or applicable procedures. Additionally, the following actions and any other inappropriate or illegal actions are strictly prohibited and violations will result in accordance with the GCSS Code of Conduct. Those actions include but are not limited to:

- A. Creating materials and signing another person's name without consent, or forging electronic mail messages.
- B. Attempting to log onto the network using another person's password, or falsely posing as a school network administrator or another student.

IV. Network Etiquette

All users of Greene County School System's telecommunication infrastructure must behave in an ethical and legal manner, mindful that their action reflects upon the system as a whole. All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- A. The user must be polite and use appropriate language. Use of abusive language, swearing, vulgarity or bullying will not be tolerated and will result in disciplinary action.
- B. GCSS users may not reveal, publish, or post personal addresses or telephone numbers on the Internet. Acceptable use allows revealing this information on a college application, a resume, or any other appropriate document.
- D. The user must recognize that Internet use, e-mail, online chatting, and voice mail accounts are not private. Greene County Board of Education provides no expectation of privacy in regards to computer or other technology use.
Note: Technicians, network administrators and certain identified Greene County High School administrators who operate the system at the schools or system networks have access to web, e-mail, and telephone monitoring, software, computer history, voice mail and e-mail accounts. Messages relating to illegal activities will be reported to the appropriate authorities and may result in legal action.
- E. The user may not use the network in any way that would disrupt its users.
- F. The user must consider all communications and information accessible via the data and telephone network to be the Greene county Board of Education's private property with **no expectations** of privacy.

TERMS AND CONDITIONS

Access to the system's Internet and networks is provided for educational purposes. To that end, the following is identified:

V. Privileges

The use of the Greene County School System telecommunications infrastructure is a privilege, not a right. Inappropriate use of the Greene County School System telecommunication infrastructure may result in cancellation of those privileges. The Superintendent and/or designee will make all decisions regarding user violation of this policy. Computer network use is also governed by federal and state laws which specify punitive legal actions that can be taken as well as terms of imprisonment and/or financial fines.

The principal and/or designee of each school will maintain accurate records that include the following:

- a. A signed copy of the system's Student Acceptable Telecommunication Use Policy, and
- b. A signed copy of the system's Employee Acceptable Telecommunication Use Policy.

VI. Vandalism and Compensation

Vandalism is defined as "any malicious attempt to harm or destroy the system's network hardware, data or software," e. g., intentional uploading, downloading, or creation of computer viruses, or any other harmful activity. Vandalism is also defined as utilizing any software for the purpose of monitoring the network, performing remote administration, registry management, or any other activity that might cause damage. Vandalism may result in cancellation of privileges and other disciplinary action.

Each user of Greene County School System's electronic infrastructure is responsible for compensating the school system for any loss, cost, or damage incurred by the school system relating to or arising from any violation of this policy or applicable procedures formulated that guide this policy.

VII. Access, Suspension/Termination, and Re-Entry

Upon completion of the appropriate forms (to be named....) and required training (to be named.....) all Greene County School System students and employees may obtain access to the GCSS telecommunications infrastructure.

Upon either suspension or termination of employment from the GCSS, employee access to the system's telecommunication infrastructure is discontinued.

Upon graduation, withdrawal, expulsion or termination from the GCSS, student access to the system's telecommunication infrastructure is discontinued.

Upon re-entry to the GCSS as either an employee or a student, all procedural forms must be revalidated before access to the system's telecommunication system is granted.

VIII. Updating User Identification Information

When making application for using the Greene County System telecommunication infrastructure, all applicants are required to provide current contact information. Occasionally, Greene County School System may require new or updated information from users of the system's telecommunications infrastructure. Users must provide all such information as requested.

IX. Technology User Agreement Statement—Copy of section IX becomes X which will kept on file at GCHS by the GCGS media specialist.

GCSS EMPLOYEE TECHNOLOGY USER AGREEMENT STATEMENT

I have read the Terms and Conditions regarding the legal and ethical use of technology resources, email, and the Internet for Greene County Schools. As an employee of the Greene County School System (GCSS). I understand that if I violate the terms and conditions set forth in the Employee Technology User Agreement, I may be denied access to computer privileges and face other disciplinary procedures.

Employee: _____ Date: _____

Principal/Designee: _____ Date: _____

X.

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