

## **Florence County School District Two Acceptable Use Policy for Employees**

### **Overview**

Employees in Florence County School District Two use a variety of materials, equipment, devices and information sources in various formats to support and extend the students' learning experiences. Computers, software, peripherals, digital devices and computer networks are a vital and essential part of the operation for Florence County School District Two. The use of any computer, technology equipment, digital devices, online resources or software is a privilege, not a right. Employees must sign an Acceptable Use Policy agreement form and must follow all guidelines stated in the agreement. The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity. Failure to follow the guidelines could result in disciplinary action that could include dismissal.

### **Computer Use**

Employees should use computer equipment and digital devices for instructional purposes.

Employees should exercise caution with food or drink when using computers and digital devices and may be held liable for damage to a computer, digital device or the network.

All employee and student computer, digital devices, and network files and communications are subject to review by the administration and must comply with state and federal laws.

With respect to any of its computers, digital devices, and online resources, the school district will monitor the online activities of employees and employ technology protection measures during use of such computers, devices and resources by minors and adults.

Employees are responsible for actively monitoring student use of computers, email and digital devices.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official who will then contact the appropriate school district official.

Employees should not disrupt the educational process with the use of personal e-mails.

Passwords issued to school district employees are confidential. Employees will keep all passwords private. Each employee is responsible for computer activity occurring while the employee is logged in.

### **Copyright and Plagiarism**

The United States Copyright Law must be followed at all times. Employees may not illegally copy text, music, software, pictures, videos or graphics from any Internet, app or software source. The "Fair Use" clause does give educators some leniency for using some pictures, music, graphics, text, etc. *for academic purposes only*. To avoid illegal use of web materials employees should always request permission from the creator/owner of

material or sites and should cite the Internet, app or software source where he/she obtains information or material.

## **Privacy**

All digital storage, including storage with contracted services comes under the direction of Florence School District Two. Therefore, network administrators will review files and communications and monitor online activities. Employees and students should not expect that files stored on district servers or with district contracted agencies will be private. Network and Internet is provided as a tool for educational purposes only. Florence Two will employ technology protection measures to ensure data integrity.

## **UNACCEPTABLE USES**

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- Users will not use the school district system to access, review, upload, download, store, print, post, distribute, transmit, or receive abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language or images that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the school system or digital devices to post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school district system to engage in any illegal act to violate any local, state or federal statute or law.
- Users will not use the school district system to vandalize damage or disable the property of another person or organization will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Users will not use the school district system or digital devices to tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security (hacking).
- Users will not access, copy, or download inappropriate streaming media. Users will not distribute unauthorized media content to other users.
- Users will not use the school district system or digital devices in such a way as to disrupt the use of the system by other users.
- Users will not access instant messaging and will only access games that have educational content.
- Users will not attempt to gain unauthorized access to the school district system or any other network through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- Users will not use the school district system for unauthorized commercial purposes or for financial gain, or to purchase goods and services unrelated to the mission of the school district.
- Users will adhere to the FSD2 Web Publishing Guidelines.

**Florence County School District Two  
Acceptable Use Policy for Employees**

I agree to follow the guidelines as written in the Florence County School District Two  
Acceptable Use Policy for Employees.

\_\_\_\_\_  
**Signature of employee**

\_\_\_\_\_  
**Printed Name of employee**

\_\_\_\_\_  
**Date**