

## ACCEPTABLE USE, MEDIA RELEASE, AND INTERNET SAFETY GUIDELINES

### PURPOSE

Williamson County Schools provide students and employee access to the Internet as a means to increase learning and productivity toward achieving 21<sup>st</sup> century literacy. The purpose of this contract is to assure that users recognize the procedures which the school imposes on their use of Internet, electronic media resources, and release of student information. In addition, this contract requires that users agree to abide by the Williamson County Schools Board of Education policies, the Williamson County Schools Computer Guidelines, and stipulations of the Children's Online Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA), and the Children's Internet Protection Act (CIPA) as well as Laws pertaining to stalking and harassment. The policy is promulgated so as to be in compliance with the public records laws of the State of Tennessee.

### THE CONTRACT

Williamson County Schools has outlined the following guidelines as required for all technology users. The district has taken measures designed to protect students and adults from obscene information and restrict access to materials that are harmful to minors. Failure to follow all or part of these guidelines, or any action that may expose Williamson County Schools to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, termination of employment and/or criminal prosecution.

#### 1. Employee Compliance

All employees must comply with the Williamson County Board of Education policy 5.404 4.407 4.404, Williamson County Schools Web Publishing Guidelines, and the Williamson County Schools Computer Guidelines.

#### 2. Student Compliance

Users shall not attempt to make use of material or attempt to locate material which would not be acceptable in a school setting. Students will be supervised by faculty during use of online resources. All students must comply with the Williamson County Board of Education policy 4.406 and the Williamson County Schools Computer Guidelines.

Students shall report to school personnel any personal electronically transmitted attacks in any form made by others over the Internet or local network using any Williamson County Schools' technology. Students shall understand information obtained via the Internet may or may not be correct.

#### 3. Network Security

Only users with valid Williamson County School network accounts are authorized to use the Williamson County School's network and computer equipment. Employees and students must only use their assigned network account. Users are prohibited from giving anyone your network password or network account information other than to authorized personnel.

Do not allow anyone to use a computer while you are logged in. All computer users should always logoff from the network before leaving their room or office.

For the protection and security of Williamson County Schools data, all computers attached to the Williamson County Schools physical network (a computer located at a Williamson County Schools facility either wired or wireless), must be the property of Williamson County Schools. It is prohibited to attach a computer that is not property of Williamson County Schools to the network without first receiving approval from IT Department management.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer are strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should you inadvertently discover passwords or any other measure used to control unauthorized access, you should report that discovery to supervisory personnel in the room (in the case of students) or IT personnel (in the case of staff).

No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted.

All network users may be monitored at any time by authorized personnel for the purpose and inspection of compliance to these guidelines.

#### 4. Workstation/Computer Use

All employees and students are prohibited from installing any software on any computer unless authorized in writing by a member of the IT Department. Illegal downloads or use of copyrighted software, music, videos, pictures or other files is strictly prohibited.

All employees and students are prohibited from using any computer for illegal or commercial activity.

Any desktop applications designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited.

Changing or tampering with any computer's system configuration is strictly prohibited.

Use of a broadcast messenger service such as "net send" to send messages over the network is prohibited except in the case of an emergency.

All computers must be turned off before 8:00pm every evening in order to complete the backup of all files on the server and for server maintenance.

Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance.

Installing and using personal accounts is prohibited under all circumstances through any type of access or connectivity to include private phone lines.

No desktop computer shall be moved by anyone other than IT Department personnel unless approved by a member of the IT Department.

#### **5. Server Software**

Only authorized IT Department personnel will install software to the server.

#### **6. Saving Documents**

Employees and students must save all documents to the network. Do not save any applications to the network, only documents and data. Due to server storage limitations, any applications or executables residing in your user directory will be deleted. (Exception is given where individuals have created applications as part of a curriculum assignment and such activity has been approved by a member of the Williamson County Schools' faculty or staff.) Any documents residing solely on your local computer are at risk. It is your responsibility to make sure important documents and data are saved to the network.

#### **7. Network Drives/Shares**

All office staff and teachers have access to a Grades directory on the server. This is your ("G" drive). The Grades directory ("G" drive) should be used ONLY for saving your grades to the network. When using eClass Grades, please make sure you save your grades to the ("G" drive) within the appropriate teacher ID subdirectory. Do not modify any directory names within the ("G" drive). The directory names must be the original teacher ID number.

All users have access to a Public directory on the server. This is your ("P" drive). Please use it with caution as anyone can read and possibly delete information in this directory. Make sure you have a backup of anything you place in this directory. The IT Department will not restore anything deleted from the ("P" drive).

All teachers, librarians, and office staff have access to a Teacher directory on the server. This is your ("T" drive). Only teachers, librarians and office staff within your school will have access to this directory. It can be used for more secure documents.

#### **8. Viruses and Virus Protection**

The Williamson County School's IT Department will provide all virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT personnel unless otherwise approved by the IT Department.

Do not open any e-mail attachments from anyone you do not know. Never send anyone an e-mail you may suspect contains a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. If you feel your computer may contain a virus, please contact the IT Department immediately.

There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to make sure the virus is valid and not a hoax.

#### **9. Copyright Policy**

All students and employees will comply with all applicable copyright laws in the use of all media and materials. All employees will model legal and ethical practice related to technology use as established in Williamson County Board of Education policy 4.404.

#### **10. E-mail**

The Williamson County Schools e-mail system has been provided for the internal and external communication of employees and board members. Responsible and ethical use of the e-mail system is required. The e-mail system may not be used for personal gain, or political or religious views or in any illegal, offensive or unethical manner. The e-mail system is intended only for valid and legitimate Williamson County Schools' related communication.

Williamson County Schools does reserve the right to access any e-mail for any business purpose, and also for inspection for disciplinary or legal actions.

Students in grades 7-12 may be issued an e-mail account for the purpose of completing school work. Accounts may include access to chat and message boards within the educational system. Student e-mail accounts are filtered for content and monitored by authorized personnel. Students are not allowed to use the account to communicate outside of the educational system. Students must use appropriate language in all communications. The use of profanity, obscenity and offensive or inflammatory language is strictly prohibited and will result in disciplinary action. Instruction on safe and appropriate use will accompany the issuance of accounts.

#### **11. Donations**

The current minimum standard for donated computers are Pentium 4, 2.4 GHz or above, 20 GB hard drive and 512 MB RAM. Regardless of the intended use of the donated computer, all donations must comply with this minimum and be approved by the IT Department.

Williamson County Schools reserves the right to modify these guidelines as deemed necessary in order to provide a safe and secure environment for the technological needs of employees, students and board members. We appreciate your cooperation in following these guidelines.

**ACCEPTANCE OF TERMS AND CONDITIONS:**

**\*\*\*\*BE SURE TO SIGN IN BOTH SECTIONS BELOW. PLEASE SUBMIT THIS PAGE ONLY. \*\*\*\***

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.

**SECTION 1 – ACCEPTABLE USE / INTERNET SAFETY**

If you are under the age of 18, a parent or guardian must also read and sign this contract.

I understand that should I fail to honor all the terms of this contract, future Internet and other electronic media accessibility may be denied, and the school administration will consider it a major disciplinary offense.	
Student Name (Please Print)	
Student Signature	Date
I have read this contract and understand that the school wishes to expand the availability of information to students and at the same time attempt to assure the appropriateness of this information as it relates to the goals of the school. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet and other technology resources under the conditions set forth above.	
Parent or Guardian Name (Please Print)	
Parent or Guardian Signature	Date

**SECTION 2 – MEDIA RELEASE**

I agree to the following release of information regarding my child: _____YES _____NO	
The school or school district may feature my child in the local broadcast and print media, on the school or school district web site, and in district publications and programs.	
Parent or Guardian Name (Please Print)	
Parent or Guardian Signature	Date
Student Name (Please Print)	