

Internet Acceptable Use Agreement: (R - 12/09/99) (R 9/22/00)

Internet access is available to staff members employed by the Clinton City Schools and to students. Content is filtered by the Tennessee State Department of Education.

The Internet offers vast, diverse, and unique resources for staff members. The service is provided to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. Staff members have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from research institutions;
3. Public Domain and software of all types;
4. Discussion groups on a variety of topics; and
5. University Library Catalogues, the Library of Congress, and resources which can be reached through a variety of search capabilities.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon proper conduct of the end users who must adhere to strict guidelines. The Clinton City Schools guidelines for acceptable use are provided in this document so that you will be aware of the responsibilities associated with Internet use. It is mandatory that staff members understand the Acceptable Use Policy and sign the agreement included in this document.

The signed agreement will be kept on file in the office of the Technology Coordinator. Users of the Internet through Clinton City Schools must adhere to all aspects of this agreement and associated guidelines. The signature on this agreement is legally binding and indicates that the party who signed it has read the terms and conditions carefully and understands their significance and consequences.

Internet - Terms and Conditions

1. *Acceptable Use* - The use of the Internet must be in support of education and research consistent with the educational objectives of Clinton City Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state

regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Use of commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited. Staff members shall apply the same criteria of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

A. Because all computer hardware and software belong to the Board, all data including email communications stored or transmitted on school computers shall be monitored at random on a quarterly basis. Email correspondence may be a public record under the public records law and may be subject to public inspection.

2. *Net Etiquette* - Staff members are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - (a) Avoid offensive or inflammatory speech. Be courteous and polite.
 - (b) Use appropriate language. Profanity or obscenity are not permitted at any time.
 - (c) Avoid revealing your address or any other personal data. Student information shall not be posted on the Internet in any form.
 - (d) Keep in mind that electronic mail (e mail) is not guaranteed to be private. People who operate the system have access to all sent and received mail. Messages relating to or in support of illegal activities shall be reported to the authorities.
 - (e) Do not use the Internet in any way that would disrupt the work of others.
 - (f) All communications and information accessible via the Internet should be assumed to be private property. Do not quote personal communications without the author's prior consent.
3. *Vandalism* - Vandalism will result in cancellation of Internet privileges and other consequences determined by the Director of Schools. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
4. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. The staff member shall have full responsibility for the use of the Internet, and can be held responsible for any policy violations that are traced to his/her account
5. *Exceptions of Terms and Conditions* - These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings which pertain to the educational use of the Internet. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

6. *Student Use of the Internet* - Students will not access the Internet independently using any Clinton City School's account or equipment. Computer lab and classroom Internet use shall take place under the direct supervision of the classroom teacher or designee. At no time shall students be left unattended while the Internet is in use. Restrictions apply to use during all regular hours of the school day, before school hours, and after school hours. The same restrictions shall apply to all students, including children of staff members.
7. *Accounts* - The terms of this agreement apply to the use of the following:
 - (a) Accounts opened through Clinton City Schools;
 - (b) Equipment owned by an individual school or the school system; and
 - (c) Equipment owned by a Clinton City Schools employee and used on school property.

Clinton City Schools Internet Acceptable Use Agreement

I have read in its entirety the Clinton City Schools Internet Acceptable Use Agreement adopted by the Board of Education. I understand the Agreement and agree to abide by the Internet Acceptable Use Agreement. I further understand that any violation of the regulations is unethical, shall be reported, and may constitute a criminal offense. Should I commit any violation, I understand my access privileges shall be revoked and school disciplinary action shall be taken. This may include, but is not limited to, official written reprimand and suspension without pay.

User's Full Name: _____

User's Signature: _____

Date: _____

This document shall be kept on file in the office of the Technology Coordinator.

