

CHAPTER 3

3.24 Marshall County Schools Employee Acceptable Use Policy (Adopted April 12, 2005)

3.24.1 Purpose

The Internet provides a source of information that can benefit employees of Marshall County Schools. It is the policy of Marshall County Schools that those employees whose job performance can be enhanced through use of the Internet be provided access and become proficient in its capabilities. This policy establishes mandatory guidelines and delineates acceptable use of the Internet and telecommunications by Marshall County School employees while using school equipment, Internet addresses, or domain names registered to Marshall County Schools.

3.24.2 Scope of the Policy

The following personnel are covered by this policy:

1. Full, part-time, substitute employees, student teachers, volunteers, and contracted personnel of Marshall County Schools.

This policy distinguishes between Internet access performed during normal working hours and that performed on personal time. Personal time is defined as weekends, before and after work, during lunch periods, or during scheduled break periods.

As all work-based hardware and software are the property of Marshall County Schools with the Internet backbone funded by the WVDE and WVNET, Marshall County Schools reserves the right to monitor the use of Internet Services, building networks, and telecommunications. Personal property utilizing this backbone is not exempt.

3.24.3 Useage

Marshall County Schools' computer systems are for educational and work-related use. Under these criteria, users are permitted to engage in the following activities:

1. Participate in E-mail, discussion groups (listservs), provided these sessions have a direct relationship to the user's job with Marshall County Schools.
2. Research/download materials and information for educational use.
2. During personal time, as defined in the Scope of Policy, retrieve non-job-related text, graphics and information within the guidelines of appropriate use. (WV Policy 2460).

The following uses of technology, either during working hours or personal time, using Marshall County Schools' equipment or facilities, are prohibited:

1. The accessing, retrieving, or printing of text and graphics which exceeds the bounds of generally accepted standards of good taste and ethics including but not limited to; pornography, profanity, unethical, illegal, immoral, inappropriate or unacceptable information such as transmitting threatening, obscene, or harassing materials.
2. Engaging in any unlawful activities or any other activities which would in any way bring discredit to Marshall County Schools.
3. Engaging in any activity which would compromise or bypass the security built into Marshall County Schools' computer systems and/or networks. This includes but is not limited to disrupting network users, services, traffic, or equipment such as; the distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.
4. Non-educational gaming.
5. Acquiring or selling goods and services online.
6. Downloading video, voice, and music files from the Internet except when they will be used to enhance curricular activities.

3.24.4 User Responsibilities

Users shall observe copyright laws strictly with respect to information obtained or accessed through technology, computer software, and other print and non-print media.

1. When software is to be used in a network system, an appropriate number of software licenses will be obtained for the multi-work station access.
2. Illegal copies of copyrighted programs shall not be made or used on school equipment.
3. Under federal law, employees violating the copyright laws may be subject to fines, confiscation of material, and other criminal prosecution (e.g. confinement to prison, revocation of a license).
4. Users shall use Internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.

5. Users shall familiarize themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials, copyrighted materials, and procurement of sensitive data.
6. Users shall conduct themselves in a way that reflects positively on the school system, since they are identified as Marshall County School employees on the Internet.
7. Streaming content and applications for personal use. (e.g. internet radio)

3.24.5 Supervisory Responsibility

Supervisors have the responsibility for:

1. Authorizing Internet access for their employees who need it to conduct school business or enhance educational skills and knowledge.
2. Advising their employees regarding the restriction against personal use of Marshall County Schools' technology and telecommunication resources.
3. Making the final determination as to the appropriateness of the employee's use of technology when questions arise. This shall include the appropriateness of Internet sites visited and the determination of personal time versus official work hours.

3.24.6 Telecommunications

To minimize the interruption of instructional time and the operation of the physical plant, personnel, except in the case of emergency, should not use cellular phones, pagers, and related telecommunication devices during normal working hours. Due to the limited number of telephone lines in each of our facilities, only necessary calls will be permitted on school phones.

3.24.7 Policy Violation

Violation of this policy and/or state and federal law will result in disciplinary action and/or prosecution.