

**STUDENT, EDUCATOR, & STAFF  
CLAIBORNE COUNTY BOARD OF EDUCATION  
INTERNET, TECHNOLOGY AND NETWORK  
ACCEPTABLE USE POLICY/PROCEDURE**

Internet access is available to students, educators & staff in the Claiborne County School System. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication in support of our curriculum.

Users may participate in distance learning programs, consult with experts, locate materials to meet educational needs, access informational databases, university libraries, and the Library of Congress.

Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy, including but not limited to: "3.300" *Equipment and Supplies Management*, "4.406" *Use of the Internet*, "4.407" *Web Pages*, "5.610" *Staff and Student Relations*, 6.709 *Fees and Fines*.

Users are expected to understand and abide by the acceptable use guidelines set forth by the Claiborne County Board of Education. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines. There is not reasonable expectation of privacy while using technology.

The benefits of having access to the Internet are invaluable providing availability to the latest educational advancements. But with this opportunity comes the responsibility of selecting materials that enhance the learning environment in a constructive meaningful way. Even though the Tennessee State Department of Education, through ENA, has placed a content filtering device on our Internet service, some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only Internet that may be accessed from a District Campus is the Internet that the District provides. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action.

**Appropriate Internet, Technology and Network Usage**

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening or harassing communication.
- Do not use technology to steal. Do not illegally copy software, use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Printing is a privilege and should be used for educational purposes only.

- Always think about the social consequences of what you do on the network and its lasting impact.

**This contract must be renewed each year. Please check the appropriate line, sign, and return this form to the school.**

### **STUDENTS AND EMPLOYEES**

As an Internet, Technology, and Network user, I have read the Acceptable Use Policy concerning the appropriate use. Should the user commit any violation, access privileges may be limited, suspended, or revoked and disciplinary action will be taken. (Questions should be directed to the principal)

School \_\_\_\_\_

User Name (print) \_\_\_\_\_ User Signature \_\_\_\_\_

Date \_\_\_\_\_

### **PARENT OR GUARDIAN OF STUDENTS**

As a Parent or Guardian of an Internet, Technology, and Network user, I have read the Acceptable Use Policy concerning the appropriate use. Should the student commit any violation, access privileges may be limited, suspended, or revoked and disciplinary action will be taken. (Questions should be directed to the principal)

\_\_\_\_\_ My child may use the school Internet, Technology, and the Network according to the rules.

\_\_\_\_\_ I prefer that my child NOT use the Internet while at school.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PERMISSION TO PUBLISH**

For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums.

We think this is an exciting opportunity for our students to prepare for their futures academically, as well as broadening athletic opportunities (i.e. scouting, recruitment, etc.). Web publishing is similar to local newspaper school pages, although Web pages are more widely available. People with Internet access around the world will be able to view the site.

No home address or telephone number will appear on the site.

Publishing may include: School Web Page, Classroom activity or project, Club activity or event, Name on Team Roster and Statistics, Name in Article, Name associated with awards or accomplishments, Picture, and Other appropriate usage as deemed by teacher sponsor.

I grant permission to publish information involving my child/guardian on the school or district website

I DO NOT grant permission to publish information involving my child/guardian

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_