

BIBB COUNTY SCHOOLS
Technology Usage Policy
Faculty and Staff – Acknowledgement Receipt

To: All Bibb County Schools Staff
From: Glen Judd, Technology Coordinator

The Bibb County School Technology Usage Policy is designed to provide guidelines for using the technology resources in classrooms, school media centers, and computer labs of schools. The faculty and staff usage policy sets the terms for use of school technology resources. Will you please take time to read this policy? If you have any questions, please call or e-mail me. Thank You!

Technology Usage Policy
Faculty and Staff

I acknowledge that I have read, understand and agree to all terms as outlined in the Technology Usage Policy.

Name – Printed

Signature

Today's Date

***Please sign and return front page to your school office by
Monday, December 7, 2009. Thank You!***

Bibb County Schools Technology Usage Policy Faculty and Staff

MISSION:

The mission of the Bibb County School District is to provide a system of education which is committed to academic excellence and which provides education of the highest quality to all Bibb County students.

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the goal of the Bibb County Schools to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Bibb County Schools. Thus, it is the intention of the Bibb County Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is expected that all employees of the Bibb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for enforcing this policy at individual schools.
- This policy will be communicated to all employees. All technology users will have a signed Technology Use Policy on file.
- All Bibb County Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Local and/or District Technology Coordinator before proceeding.
- Violators of this policy will be handled as specified in the policy and in the Personnel Policy Manual.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Bibb County Schools. Use of any and all technology resources is a privilege and not a right.

I. ACCESS:

- A. The use of all Bibb County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Bibb County Schools.
- E. Individuals identified as a security risk may be denied access.
- F. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- H. The District/Local Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to recommend the denial, revocation, or suspension of specific user accounts.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, the Superintendent and District Technology Coordinator reserve the right to review files and network communications.
- B. Users should not expect that files stored on the Bibb County Schools' network will ever be private.
- C. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Bibb County School District does not guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail,

workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.

- F. Users are encouraged to avoid storing personal and/or private information on the district and/or school technology resources.
- G. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.
- H. Student records, media center collections, and accounting information should be backed up to disk.

III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.
- C. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- H. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- I. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased.
- J. It is advisable for users to consult technology staff prior to purchasing software.

IV. ELECTRONIC MAIL:

- A. The Bibb County School District provides access to electronic mail for all employees. The network is used for class accounts on a limited basis.
- B. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of electronic mail is permitted as long as it does not violate Bibb County Schools' policy and/or adversely affect others or the speed of the network. Personal use of e-mail should not occur during class or actual work time.
- D. Electronic mail should reflect professional standards at all time.
- E. Bibb County Schools' e-mail accounts may not be used for political or personal gain.
- F. Bibb County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- G. Bibb County Schools' e-mail accounts may not be used for sending mass e-mails outside the system. Internal mass e-mails should be used for communication related to educational/instructional purposes only.

V. INTERNET:

- A. The intent of the Bibb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet and other technology resources by agreeing to abide by the Technology Usage Policy and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

VI. INTERNET FILTERING:

- A. Internet access for all users is filtered, through one central point, by URL and IP address. The Bibb County School System is in compliance with the Children's Internet Protection Act.
- B. Internet searches are filtered by keyword.
- C. URLs and IP addresses may be added to or deleted from the filtered list by the District office.

VII. WEB PUBLISHING:

- A. The Bibb County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. All home pages will be reviewed periodically by the Local and/or District Technology Coordinator.
- C. The Technology Staff reserves the right to reject all or part of a Home page.
- D. Home pages may only be placed on the Web server by a Local or District Technology Coordinator, or designated web manager.
- E. All pages posted on the Bibb County Schools' web server must be written with an approved editor.
- F. Each posted page must include: the school location, date of last update, and an e-mail address.
- G. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- H. All web page authors are responsible for the maintenance of their own pages.
- I. All links should be checked periodically to make sure they are current and working.
- J. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
- K. Unfinished pages will not be posted until they are fully functional.
- L. Teacher created web pages stored on a commercial or private server may be accessed via link from a teacher created web page stored on the Bibb County Schools Internet server, and must meet the same criteria as those pages hosted on the school system web server.
- M. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- N. Posting of student personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- O. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- P. Written consent will be required for posting of any employee photographs.
- Q. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Bibb County Schools network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- A. Using another user's password or attempting to find out another user's password
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- E. Student downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- F. Harassing, insulting, or attacking others via technology resources
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc., without teacher permission)
- H. Intentionally wasting limited resources such as disk space and printing capacity
- I. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- L. Posting any false or damaging information about other people, the school system, or other organizations
- M. Posting of any personal information about another person
- N. Participating in sending/perpetuating chain letters
- O. Violating copyright laws
- P. Plagiarism of materials that are found on the Internet

Q. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

R. Attempting to bypass or bypassing the web filter; example: Use of web proxy, or IP masking.

S. Use of any Bibb County Schools Technology resources for personal gain, commercial or political purposes

X. VIOLATIONS

Violations of any nature may subject the offending employee to discipline by the Administrative Staff or Board, including suspension of privileges, and disciplinary procedures, including termination, as outlined in the Personnel Policy Manual for employees.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: January 22, 2001; Revised: May 16, 2005; Revised: July 29, 2009.

LEGAL REF.: The Code of Alabama, 16-8-9, 16-21-I to 3; Children's Internet Protection Act-47 U.D.C. 254(h) and (l).

