# Greene County Schools
## Employee Technology
## Acceptable Use Procedure (AUP)

### Introduction

This Acceptable Use Policy outlines the guidelines and behaviors that employees are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Greene County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Employees are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Greene County Schools makes a reasonable effort to ensure employees' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies should alert IT staff immediately of any concerns for safety or security.

### Technologies Covered

Greene County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information.

As new technologies emerge, Greene County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### Web Access

Greene County Schools provides its employees with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Employees are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### Email

Greene County Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Per Policy 4.406 (Use of the Internet), personal email accounts or accounts not provided by the school system are prohibited from being accessed on the school network and equipment. Email security is of utmost importance as you will be responsible for any correspondence originating from your account.

If users are provided with email accounts, they should be used with care. Users should not send personal information;

should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Be mindful of content and confidentiality of information in emails. Forwarding and 'reply all' may not be options for some emails when the sender forbids or prohibits that practice. Email usage may be monitored and is archived.

**Social/Web 2.0/Collaborative Content**
Recognizing the benefits collaboration brings to education, Greene County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.
Please refer to policy 4.4061 Social Media regarding employee use of social media.

**Mobile Devices Policy**
Greene County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.
Employees are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Employees may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

**Personally-Owned Devices Policy**
Employees may use personally-owned devices (Smart phones only). Technical support will not be provided for these devices. Assistance in connecting to district network is limited to instructions for accessing school network only. Connectivity is not implied or guaranteed.  Greene County Schools will not be responsible for any damage (including theft) of personally-owned devices.

**Security**
Employees are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Cyberbullying**
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Limitation of Liability**
Greene County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While Greene County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper

function, it makes no guarantees as to their effectiveness.

Greene County Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions such as suspension of network, technology, or computer privileges.

**Please sign and return the last page of this document titled "Greene County Schools Employee AUP Signature Page"**

## Greene County Schools
## Employee AUP Signature Page

All computer hardware and software used by the Central Office of Greene County Schools are the property of Greene County. All electronic mail, documents, spreadsheets, databases, and any other material generated by and on these computer systems are also the property of Greene County. Greene County reserves the right to review any document, data file, electronic mail message or any other material on these computer systems and to copy, delete, or disclose it, if necessary.

As a user, I agree to the following guidelines:

1.  I will use the information and computer resources of Greene County for authorized school related business only. I will be accountable for and accept full responsibility for all transactions performed using my computer access codes.

2.  I will maintain the confidentiality of all computer information and resources to which I have access. I will maintain confidentiality by using passwords that are not obvious and easy to detect. I will not share passwords or disclose passwords. I will not disclose any information or documentation obtained from, or pertaining to, the county's computer system to any third party, except in the routine lawful conduct of the county's business.

I will comply with the policies and guidelines set forth above. I understand that I do not have a right to privacy regarding any information created, stored, or distributed utilizing a Greene County computer system. I understand that willful violation of, or disregard for, any of these policies or guidelines may result in disciplinary action.

**Employee must complete, print, and sign name below.**
**I have read and understood this Acceptable Use Policy and agree to abide by it:**


**Date:** _____


_____     _____
    (Employee Printed Name)                               (Employee Signature)

The school or school district may feature my image and name in the local broadcast/print/social media, on the school or school district web site, and in district publications and programs.


_____     _____
    (Employee Printed Name)                               (Employee Signature)

**\*If you do NOT want your image used in broadcast/print/social media, please provide written notification to your principal/supervisor.**
**\*\*Entering your name on the My Benefits section Annual Training for Policies, Procedures, etc…. implies you have read and understand your obligations and give permission to publish your image and name.**