

## Alcorn School District Staff Acceptable Use Policy

*Adopted 8-6-07*

The Alcorn School District provides a school-wide network that includes Internet access. With this educational opportunity also comes responsibility. It is important that all users read and understand the Acceptable use Policy as established by the Alcorn School District Board of Education.

The purpose of the Mississippi Department of Education Network, which is the backbone network to the Internet, is to support mandatory state reporting and to enhance educational activities by providing unique resources and the opportunity to access world-wide information. The use of the network must be in support of education and consistent with the educational objectives of the Alcorn School District.

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege.

**Content Filtering** – The district policy shall be that all computers with internet access will be filtered in order to restrict the access of minors to harmful materials and to comply with the regulations of NCLB (No Child Left Behind) and CIPA (Children’s Internet Protection Act.)

The Alcorn School District uses the filtering solution managed by the Mississippi Department of Education with additional local filters.

### Conditions of Use --

- Do not print, access, or install any obscene or malicious material on the computer. Do not swear, use vulgarities, or use any other inappropriate language. Do not transmit material that is threatening, disruptive, sexually explicit, or that could be construed as harassment or disparagement to others. Illegal activities are strictly forbidden
- Copyright laws shall be observed. Do not pirate software or bring any personal software to install on school computers.
- The Internet will be used only for purposes related to education. Use of school computers for commercial or political activities is strictly prohibited.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. “hacking”) is prohibited. The use of proxy avoidance sites is prohibited.
- Note that electronic mail and other files are not guaranteed to be private. District staff reserves the right to monitor or examine all system activities to ensure their proper use.
- Do not use the network in such a way that you would disrupt the use of the network by others.
  1. To prevent slowing down the network, the following programs should be avoided:

Internet Radio	Weather Bug	Chat Rooms/News Groups
WebShots	Bonzi Buddy	Xupiter
Gator	Precision Time/Date Manager	

Messenger Services, such as ICQ, Instant Messenger, Yahoo Messenger, MSN Messenger
  2. To avoid a security risk to the network, file-sharing programs are NOT to be used.  
Examples: Kazaa, Morpheus, Limewire, etc.

**Safety Issues:** Users will not disclose, use, disseminate, or divulge personal and/or private information about himself/herself, minors, or any others; including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.

Discretion and good judgment should be exercised when using e-mail or any other computer-based communication system to communicate with students or their parents. The use of e-mail to communicate with students and their parents regarding homework assignments, field trips, athletic practices, and other school functions is acceptable; however, any such e-mail communication should be directed through the District’s official e-mail system. School district employees should not use personal e-mail accounts or messenger services to communicate with students, regardless of the nature or intent of the message.

Revised by the Alcorn Board of Education on 8-6-07.

ALCORN SCHOOL DISTRICT  
STAFF ACCEPTABLE USE POLICY AGREEMENT

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

POSITION \_\_\_\_\_

I understand and will abide by the Terms and Conditions for Internet and E-Mail use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The Acceptable Use Policy should be retained by the staff member.  
The signed agreement should be included in the staff member's school personnel file.