

Computer Network, Internet and Photograph Acceptable Use Agreement for Employees

Mecklenburg County Public Schools K-12

Employees will be required to sign this agreement upon employment with Mecklenburg County. This signed document will be effective until an updated form is approved by the Mecklenburg County School Board or until your employment with MCPS terminates.

In General

Access to the computer network and Internet will enable employees to explore thousands of libraries, databases, and other educational resources throughout the world. Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make computer network and Internet access available to further educational goals and objectives, employees and students may find ways to access other materials as well. We believe that the benefits to employees and students from access to the computer network and Internet, in the form of information resources exceed any disadvantages.

The Division Superintendent has established administrative procedures that have been approved by the School Board, containing the appropriate uses, ethics and protocol for the computer network. The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

The procedures include:

1. In accordance with Va. Code § 22.1-70.2, Mecklenburg County Public Schools requires all students to receive Internet safety training. Internet safety programs will be implemented in all subject areas in grades K-12.
2. Employees and Students are prohibited from using the division's computer network for sending, receiving, viewing or downloading illegal material via the Internet.
3. The division will provide technology protection measures for the division's computer network to filter or block Internet access through such computers, that prevents users from seeking access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390
 - d. material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G)
 - e. material that is otherwise inappropriate
4. Technology protection measures will be enforced during all use of the Division's computer network.
5. Computer network and Internet activities will be consistently monitored by school and division staff.
6. Guidelines have been designed to protect the safety and security of users when using electronic mail, chat rooms, and other forms of direct electronic communications.
7. Guidelines for system security have been designed to prevent unauthorized online access by employees and students, including "hacking" and other unlawful activities.
8. Policies have been set forth that prohibit the unauthorized disclosure, use, and dissemination of personal information regarding all MCPS users.

Computer Network and Internet Guidelines

Teacher Responsibility

Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of the computer network or Internet. In all classes, teachers will make reasonable effort to ensure that students are directed to sites with age and topic appropriate materials and resources.

1. In K-3, teachers will actively supervise student use of the computer network and Internet. Students will only access Internet resources previously explored by the teacher.
2. In grades 4-5, teachers will supervise and model appropriate use of the computer network and Internet. Students will continue to have computer network and Internet access under direct teacher supervision. However, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore an Internet site before directing students to that site.
3. In grades 6-8, teachers will provide guided practice and model appropriate use of the computer network and Internet. Teachers will supervise student-initiated information-search activities and provide support for students as they begin to assume responsibility for becoming independent users of the computer network and Internet.
4. In grades 9-12, students will participate in independent computer network and Internet use with teachers serving as advisors and providing monitoring as appropriate.

Parent Notification/Responsibility

Parents and students shall be notified in writing of the school system's Computer Network, Internet & Photograph Acceptable Use Agreement. The user agrees to indemnify the School Board for the any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures. Parents or guardians and their child must sign this agreement before the student may participate in computer network or Internet activity.

Student Responsibility

Access to the computer network and Internet is a privilege, not a right, and with use comes responsibility. The computer network and Internet is provided for students to research and communicate with others. Access to network services, including the Internet is given to students who agree to act in a considerate and responsible manner. The user agrees to indemnify the School Board for the any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures. Students are responsible for good behavior on the school computer network or Internet just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior and communications apply.

School System Responsibility

Individual users of the school division's computer network and Internet are responsible for their behavior and communications over that network. It is presumed that users will comply with standards and will honor the Computer Network, Internet & Photograph Acceptable Use Agreement they have signed. Beyond teaching and clarification of such standards, the district is not responsible for restricting or controlling the communications of individuals utilizing the network. The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer network or any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer network or Internet. Principals at each of the school sites are responsible for establishing practices which will enforce copyright policy at the school level.

Access to Employee Computer Files

Network storage is the property of the school division and can be monitored at all times. Network administrators and building administrators may review files and communications to maintain the computer network's integrity and ensure that users are using the computer network and Internet responsibly. Users should not expect that files stored on district servers are private.

Restrictions

1. General Network Usage
 1. Employees will follow all guidelines and rules set forth by the division while using computers on the school network.
 2. The Division's computer network is not a public forum.
 3. Users shall be held personally responsible for any electronic communication created on the computer network.
 4. Employees will monitor and supervise students while they have access to the computer network and Internet.
2. Personal Safety
 1. Employees will not post personal information about students on the Internet.
 2. Employees will not participate in online communication, such as chatting, unless it is for educational purposes.
3. System Security
 1. Employees will not attempt to gain unauthorized access to any computer system or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
 2. Employees will not make deliberate attempts to disrupt the computer network's system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 3. Employees are responsible for their individual user names and passwords and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his/her password to another person for any account provided or created by the school division.
 4. Employees will immediately notify their building administrator if they have identified a possible security problem.
 5. Employees will not use any device or service to bypass the safeguards put in place to protect the end user and the division from harmful and or malicious content.
4. Inappropriate Language
 1. All work performed on school equipment will be free of inappropriate language, including profanity, on any platform. This stipulation includes, but is not limited to public messages, private messages, and material posted on web pages.
 2. Employees will not post information that, if acted upon, could cause damage or a danger of disruption.
 3. Employees will not engage in harassment or personal attacks, including prejudicial or discriminatory attacks.
 4. Employees will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy
 1. Employees will respect people's rights to privacy including not posting private information about another person.
 2. Employees will not repost or forward a message that was sent to them privately without permission of the person who sent the message.
6. Respect for Equipment
 1. Employees will respectfully use technology equipment for its intended purpose.
 2. No food or drink will be used around equipment.
7. Plagiarism and Copyright Infringement
 1. Ethical problems caused by software piracy will be taught in all schools.
 2. Employees will be expected to adhere to Provisions to Public Law 96-517, Section 7(6) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back up copy of computer programs.
 3. Employees will respect people's rights to ownership including copyright owners.
 4. Employees will only use computer software, files or information which they own or they have been given permission to use. Illegal copies of copyrighted programs or materials will not be used or made on the division's computer network.
 5. Employees will only make copies of computer files and information that they own or have written.
 6. Employees will not plagiarize works that they find on the Internet.
 7. Employees will respect the rights of copyright owners.
 8. Employees understand that the legal or insurance protection of the division may not extend to employees who violate copyright laws.
 9. The District Technology Administrator for Mecklenburg County Public Schools is designated to sign license agreements for all software installation on the computer network.
 10. Employees understand that violators of copyright laws may face a civil suit, as well as, fines up to \$100,000 and jail terms to up five years.
8. Inappropriate Network Usage
 1. Employees will not use the computer network to access material that is profane or obscene, such as pornography.
 2. Employees will not use the computer network to access material that advocates illegal acts, violence, or discrimination towards other people, such as hate literature.
 3. Employees will not use the computer network to engage in any illegal act, such as arranging the sale or purchase of drugs or alcohol, engaging in any criminal activity, or threatening the safety of any person.
 4. Employees will not use the computer network while access privileges are suspended or revoked.

Disciplinary Action

Violation of the above rules may result in a loss of computer network and Internet access, as well as other disciplinary or legal action.

Use of Photographs, Artwork, Videos, and Audio Materials

1. Photographs, artwork, videos, and audio materials will be presented in such a way to protect the individual student.
2. Photographs, artwork, videos, and audio materials may be used in the newspapers, television, or the Mecklenburg County Public Schools website only if the parent/guardian has signed and returned the Mecklenburg County Public Schools Internet & Photograph Acceptable Use Agreement.

Adopted: May 15, 2000
 Revised: August 20, 2001
 Revised: September 17, 2001
 Revised: May 16, 2005
 Revised: September 18, 2006
 Revised: May 21, 2007
 Revised: June 16, 2008
 Revised: July 30, 2012

Legal Refs: 18 U.S.C. §§ 1460, 2256.
 47 U.S.C. § 254.
 Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

If you have questions or concerns about the Computer Network, Internet & Photograph Acceptable Use Agreement, please contact your Principal or Supervisor. A copy of the Mecklenburg County Public Schools' Acceptable Use Policy can be found at www.mcpsweb.org.

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Mecklenburg County Public Schools K-12

EMPLOYEE SECTION

Employee Name: _____

The School Board provides a computer network, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The phrase “computer network,” as used throughout this document, refers to the computers and other devices used to access information and resources on remote computers or devices through various media including, but not limited to, wired and/or wireless communication.

I agree to abide by all rules listed in the Mecklenburg County Public Schools Computer Network, Internet & Photograph Acceptable Use Agreement.

I realize the purpose of the school division’s network, Internet connection, and websites is for educational purposes only.

All use of the Division’s computer network must be in support of education and/or research, or for legitimate school business. I realize the use of the computer network and Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking my access to the computer network, Internet, disciplinary action, and/or legal action. I realize that school personnel will have access to all accounts.

I agree not to participate in the transfer of inappropriate or illegal materials through the school division’s computer network and Internet connection.

I realize that photographs, artwork, videos, and audio materials are displayed to show accomplishments and/or for teacher training purposes.

I have read the Mecklenburg County Public Schools Computer Network, Internet & Photograph Acceptable Use Agreement, agree to abide by the rules established, and understand that violation of the rules will result in immediate termination of my access to the computer network and Internet. I also realize I may be subject to additional disciplinary action, including suspension from school and/or possible criminal charges.

Employee Signature: _____ **Date:** _____

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