



## **ETOWAH COUNTY SCHOOLS**

### **Employee Technology Security / Internet Access Agreement**

*Please read the following carefully before signing this document. This is a legally binding document.*

Computers and computing resources are important tools for furthering the Etowah County School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate Use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

In general, computer users are responsible for the following:

- reporting policy violations promptly
- cooperating with system administrators when policy violations are suspected or confirmed
- behaving courteously, ethically, and legally

Students, teachers, and other employees will have access to the following:

- electronic mail communication with people all over the world
- information and news from research institutions
- public domain software and software of all types
- discussion groups on a variety of topics, including blogs and wikis
- access to many University Library Catalogs, the Library of Congress, and the Alabama Virtual Library

### **Security**

Appropriate security precautions must be taken when using school resources to post online content. Publishing students' personal information, including telephone numbers, addresses, schedules, IM screen names, or other information that could be used to identify or locate students is prohibited. Before posting student pictures on your ECBOE website, ensure that their parents granted permission for you to do so.

Users may not authorize anyone, including family members, to use their account(s) or log in information for any reason. Users are responsible for all activity on accounts assigned to them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized persons.

In addition to the responsibilities associated with the use of online technologies, employees of the Etowah County School System must also understand the importance of keeping network resources secure. Network and wireless passwords must only be shared with authorized staff (never students or non-employees) unless granted permission by the district technology department. Employee passwords should be changed every six weeks and kept secure. Allowing student use of an employee's password could allow student access to secure network resources, which could be in violation of the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students.

## **Data Security**

Students and staff are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but Etowah County Schools cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Etowah County Schools. Any such unauthorized usage shall be reported immediately to the district Technology Director. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure storage. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. *Users are expected to maintain and backup their critical files and data*

## **Content**

Any communications that would be improper or illegal on any other medium in a school environment are equally so on a computer network. Transmitting, viewing, or publishing content deemed by school administrators to be obscene, offensive, threatening, abusive, harassing, unethical, illegal, or disruptive to the learning environment is prohibited. Sending unwanted material to others is considered inappropriate.

## **Supervision**

Students using technology *must* be supervised at all times. *Teachers must never leave their students unattended if they are utilizing technology.*

## **Software and Licensing**

Software piracy occurs when one installs and/or uses software for which proper payment has not been made. Protected software may not be copied into, from, or by any Etowah County School's facility or system, except by license. Users authorized to install software are expected to consult the ECBOE Technology staff when considering purchasing or installing software to certify that doing so will comply with vendor licensing agreements. Copying software between school and home computer is prohibited.

The Director of Technology is responsible for ensuring that the computers are fully compliant with vendor licensing agreements. All school owned software licenses acquired by donations, departmental or grade level purchases, or promotional programs must be registered with the Director of Technology. School owned software may not be copied to personally owned computers.

## **Copyright Infringement**

The Etowah County School District's computing facilities may not be used to steal content owned or copyrighted by others. Fair use laws regarding copyright apply; in general, a single copy made for personal uses falls within fair use laws, while multiple copies do not.

## **Using Shared Resources**

Users of ECBOE technologies, Internet connections, and e-mail have no right to expect privacy with respect to such usage. The Etowah County Board of Education has the right, but not the duty, to monitor

all communications and downloads that pass through its facilities, at its sole discretion, to ensure proper system performance, management and maintenance functions, policy compliance, and system security. The Etowah County School District owns all data stored on school-owned equipment, including but not limited to the data network, computers, mobile data storage devices, and all connected peripherals. It is inadvisable to use school-owned computers for conducting sensitive or confidential personal business or storing such data. When monitoring reveals possible Acceptable Use Policy violations, system personnel may provide this data to school and/or district administrators.

Any attempt to deliberately degrade or disrupt system performance or to interfere with the work of others is a breach of this policy. Limits may be set on certain computing resources such as disk storage space, printing access, bandwidth priority for specific applications, computer login time, etc. Users may not attempt to bypass these limitations.

Damage to computers, computer systems, or computer networks (including changing workstation and printer configurations when not authorized, unauthorized streaming, and use of proxies, etc.) is expressly prohibited.

### **Personal Devices**

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources on its property.

***Unauthorized use of cell phones during instructional time or in a supervisory role is prohibited.***



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### **Signature Page**

I have read, understand, and will abide by the ECBOE Employee Technology Security/Internet Access Agreement. I understand that our Internet connectivity and technology are vital to the instructional process and will only be used for instructional and professional purposes during the school day. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school system disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

I further agree to promote the enforcement of the regulations in supervising student Internet use and facilitating digital citizenship, as well as maintaining network security.

Employee's Name (please print)\_\_\_\_\_

Employee's Signature\_\_\_\_\_ Date \_\_\_\_\_

Approved July 2012

Revised July 2016