

**BOARD POLICY**                                      **CODE:**            **IFBGA**  
**ACCEPTABLE USE POLICY**                      **DATE:**            **June 19, 2006**  
**(AUP) FOR THE INTERNET**

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Reasons for this Policy

The Walker County School District ("School District") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

The School District has adopted this Acceptable Use Policy ("Policy") to set guidelines for utilizing School District-owned computer and computer peripheral equipment and accessing the computer network or the Internet service provided by the School District. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the School District. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the School District may revise the Internet Acceptable Use Policy, as it deems necessary. The School District will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

This Acceptable Use Policy must accompany any request for a Walker County School District network (WCSDnet) account that provides e-mail and Internet access and is also required for access to any WCSD network server. The student or employee is strongly encouraged to change their password the first time he or she uses the Account and routinely thereafter. Passwords for each Account should be kept in a secure location and should not be shared with other WCSDnet users.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental, has received prior supervisor approval, and occurs during their duty-free time.

If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher, supervisor, or administrator.

## **ATTACHMENT A**

### **UNACCEPTABLE USES OF COMPUTERS, COMPUTER PERIPHERALS, THE COMPUTER NETWORK, OR THE INTERNET**

The following uses of the Account provided by the School District are unacceptable:

Uses that violate any state or federal law or municipal ordinance are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Selling or purchasing any illegal substance;
2. Accessing, transmitting, or downloading child or adult pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
3. Transmitting or downloading confidential information or materials that violate Federal copyright laws.

Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.

Uses that involve obtaining and or using unauthorized free or freemail e-mail sites as defined by the Walker County Schools Internet filtering solution.

Use of personal or non-Walkerschools.org e-mail accounts.

Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
2. Accessing another user's e-mail without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files without that user's permission;
3. Damaging computer equipment, files, data or the network;
4. Using profane, abusive, or impolite language;
5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
6. Threatening, harassing, or making defamatory or false statements about others;
7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
10. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.

11. Use of matchmaking and/or dating web sites;
12. Use of social networking websites (e.g.- myspace.com); or
13. Use of websites or other technology detrimental to the educational process.

Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:

1. Using other user's Account passwords or identifiers;
2. Disclosing one's Account password to other users or allowing other users to use one's Accounts;
3. Getting unauthorized access into other user's Accounts or other computer networks; or
4. Interfering with other user's ability to access their Accounts.

Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

1. Selling or buying anything over the Internet for personal financial gain; or
2. Using the Internet for advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

Use of Computers or Computer Peripherals not owned by the Walker County School District, regardless of whether said devices are connected to the Network, is prohibited and said devices will not be supported by the Walker County School District.

Use of Gaming Devices (including, but not limited to gaming consoles and portable game platforms), except as deemed appropriate for an educational environment by the building's administrator, is not acceptable.

Use of personal networking equipment not owned by the Walker County School District, including, but not limited to, switches, routers, and wireless access points, is prohibited.

Employees, upon separation from the Walker County School District, must surrender all data, computers, and computer peripherals immediately to their supervisor. Erasure or modification of data upon notice of termination shall be considered unacceptable.

Extenuating circumstances may create the need for exceptions to this Acceptable Use Policy. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Coordinator of Technology, Information Services, and Science Education, or designated representatives.

#### Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Walker County School District will implement a technology protection measure through filtering and/or

blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. The software will work by filtering access based upon the vendor's compiled list of web sites in categories selected by the Walker County School District. (Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable). The Walker County School District currently, at a minimum, filters out categories recommended by the Georgia Department of Education. As of the date of this policy, the filtered categories are Adult Content, Lingerie and Swimsuit, Nudity, Sex, Abused Drugs, Marijuana, Supplements and Unregulated Compounds, MP3, Gambling, Games, Illegal or Questionable, Hacking, Proxy Avoidance, Web Hosting, Web Chat, Web-based E-mail, Militancy and Extremist, Racism and Hate, Internet Auctions, Personal Websites, Personals and Dating, Tasteless, Violence, and Weapons. However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, e-mail use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Students and staff must understand and practice proper ethical use of this learning tool. Authorized personnel will supervise the use of computers, computer peripherals, the Internet and WCSDnet servers. All students and staff must have training regarding procedures, ethics, and security involving the use of the Internet and WCSDnet resources prior to receiving access to the system.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Disciplinary actions will be tailored to meet specific concerns related to violations, and will be designed to assist the student or staff member in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves the violation of other provisions in Walker County Board of Education policies, the violation will be handled in accordance with the Board's general disciplinary policies and procedures. The Walker County Board of Education and its employees will cooperate fully with local, state, and federal officials in any investigation concerning to or relating to any illegal activities conducted through the WCSDnet system.

Staff members should become familiar with this policy and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet and WCSDnet resources. When, in the course of their duties, staff members become aware of a student violation of this policy, they should correct the student and address the matter in accordance with the local school and/or the Board of Education's general disciplinary policies and procedures.

If a student under the age of eighteen accesses his/her WCSDnet Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about Internet filtering software solutions. The Walker County School District does not provide such software for home use and purchase of such software is at the sole discretion and financial obligation of the parent or legal guardian.

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission. When allowed by the proper news and or photographic release forms, basic student information such as a student's name, age, photograph, or achievements may be posted to web sites operated by the Walker County School District as deemed acceptable by the Coordinator of Technology and Information Services for the purposes of providing news related with the operation of the Walker County School District.

Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.

Account users will abide by all school district security policies.

#### Privacy Policy

The System Administrators and Technology Coordinator have the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials. Any and all data on the WCSDnet network and Walker County School District-owned equipment is subject to inspection and archival and is the property of the Walker County School District.

Storage Capacity

To ensure that Account users remain within the allocated network server disk space, users with e-mail accounts should check their e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The System Administrators will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School District's web site.

Penalties for Improper Use

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Disclaimer

The School District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of the information obtained through the Account.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees.

Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account user's intentional misuse of the Accounts.

**ATTACHMENT B**

**EMPLOYEE AGREEMENT**

*All active employees must read and sign below.*

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District").

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSdnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Georgia.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

**ATTACHMENT C**

**STUDENT AGREEMENT**

*All active students, regardless of age, must read and sign below.*

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District").

I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSdnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Georgia.

\_\_\_\_\_  
School

\_\_\_\_\_  
GA School State Number

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form is to be kept at the school site and kept on file by the school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.



**ATTACHMENT D**

**PARENT OR GUARDIAN AGREEMENT**

*All parents or legal guardians of students under 18 must read and sign below.*

As the parent or legal guardian of the above student, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District"). I give full permission to the School District to give my child or dependent access to a WCSDnet Account and to the WCSDnet system.

I accept full responsibility for the supervision of my child or dependent's use of his/her WCSDnet Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the School District as a result of my child or dependent's use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Georgia.

School \_\_\_\_\_

Name of Student \_\_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

This form is to be kept at the school site and kept on file by the school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

**ATTACHMENT E**

**SITE AGREEMENT**

*All school site administrators providing access to students and employees must sign below.*

As the site administrator, I have read, understand, and agree the employees I supervise and the students at my location have submitted the signed appropriate agreement (STUDENT AGREEMENT, PARENT AGREEMENT, or EMPLOYEE AGREEMENT) and they are on file at my site. I understand these procedures must be updated annually and must be kept on file at my location.

I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Georgia.

Date \_\_\_\_\_ Fax Number \_\_\_\_\_

School Site \_\_\_\_\_

Site Administrator \_\_\_\_\_

School Telephone Number \_\_\_\_\_

Location Code \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_

This form is to be submitted to the Walker County Science and Technology Center and a copy kept on file by the school site administrator. It is to be renewed each year prior to any computer network or Internet usage.

ATTACHMENT F

**SUBSTITUTE, VOLUNTEER AND OTHER USER AGREEMENT**

*All substitute teachers, volunteers and other users must read and sign below.*

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District").

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WBSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Georgia.

\_\_\_\_\_  
Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all substitute or temporary workers that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.