

# JACKSON COUNTY SCHOOL DISTRICT

## EMPLOYEE ACCEPTABLE USE POLICY

Please read the following Terms and Conditions for use of the Jackson County School System's Network and the Internet carefully before signing this document. This is a legally binding document.

### 1. Educational Purposes

1. The Jackson County School District is providing employees with access to the district's electronic network system, which includes Internet access. The use of your account must be in support of education and research and consistent with the educational objectives of the school system.
2. The Jackson County School District's network use is limited to educational purposes. The term "educational purposes" includes classroom activities, career development, and high quality, self-discovery activities. Additionally, the network will be used to increase system intercommunication, enhance productivity, and assist system employees in upgrading their skills through greater exchange of information with their peers. The network system will also assist the Jackson County School System in sharing information with the local community, including parents, social service agencies, businesses and governmental agencies.
3. The Jackson County School System's network has not been established as a public access service or public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are expected to follow the terms of the Acceptable Use Agreement and Board Policy.
4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.
5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

### 1. Unacceptable Uses

1. Net Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Avoid offensive or inflammatory speech. Be courteous and polite.
  - Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
  - Do not reveal personal information about students or colleagues.
  - Do not participate in the transmission of any material in violations of any federal or state regulations. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
  - Do not use the network in such a way as to disrupt the work of others. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.

- All communications and information accessible via the network should be assumed to be private property. Do not quote person communications without the author's prior consent.
- Note that electronic mail (email) or online cloud file storage is not guaranteed to be private. Messages and or inappropriate files relating to or in support of illegal activities may be reported to the authorities.

### **1. Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in a cancellation of privileges.

### **2. Security**

Security on any computer system is a high priority, especially when the system involves many users. Never share your passwords or account with anyone. You have full responsibility for the use of you account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Coordinator and change your password.

### **3. Limitation of Liability**

The Jackson County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or with defect. The Jackson County School System will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. The Jackson County School System will not be responsible for financial obligations arising through the unauthorized use of the network.

### **4. Exception of Terms and Conditions**

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

### **5. Email and Cloud Online Services**

I understand, that as an Employee of the Jackson County School District, that I shall not use shall not use the Jackson County School network, or its district resources to establish electronic mail accounts or online data storage accounts through third-party providers or any other nonstandard electronic mail system/online file storage system. I also understand that I am provided an email account through the GAFE (Google Apps for Education) in which I am to conduct school business with. School provided email communication should not be used for any other reason than to conduct school related business.

## **Employee Account Agreement**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

I have read the Employee Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that violation of the policy is unethical and may constitute a criminal offense. Violations may result in the loss of access privileges and/or I may face disciplinary action in accordance with Board of Education Policy.

I hereby release the Jackson County School System, its personnel and any institutions with which is affiliated from any and all claims and damages of any nature arising from my use of , or inability to use, the system's network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I also understand that by signing the below, that failure to comply with the Internet Usage Policy as written pursuant to 4.406 (Use of Internet) , 4.407 (Web Page Creation), and 5.612 (Employee Social Media Policy) of the Jackson County Schools Board Policy Manual may lead up to disciplinary action and/or leading up to termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_  
Date