

INTERNET AGREEMENT - EMPLOYEE

Acceptable Usage Policy

Purpose and Need

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. The following guidelines define the responsibilities of all Knox County Career Centers' employees and students using network and Internet resources provided by public funds. In general, this requires efficient, ethical, and legal utilization of network resources. Any attempts of misuse or abuse of network resources by students could result in the suspension of usage as well as other disciplinary action called for in the Student Code of Conduct as determined by the school administrator. Any attempts of misuse or abuse of network resources by school employees could result in the suspension of usage as well as other disciplinary action by the building director or other administrator. This resource, as with any other public resource, demands those entrusted with the privilege of its use be accountable. **USE OF THE KNOX COUNTY CAREER CENTER SCHOOL NETWORK RESOURCES IS A PRIVILEGE NOT A RIGHT.**

Privacy

Users should NOT expect that files stored on school-based computers would be private. Electronic messages stored on school computers may be treated like school lockers. The files may be reviewed to ensure that users are acting responsibly. If you are granted e-mail privileges, the technology administrator and administrators have the right at any time to see the contents of your e-mail files.

Non-Liability

Knox County Career Center makes no warranties of any kind, whether expressed or implied, for the service it provides, and will not be held responsible for any loss of data resulting from delays and service interruptions.

Knox County Career Center makes no guarantee that the system will be error free and is not responsible for the accuracy or quality of information obtained through the system. All users make use of the information obtained at their own risk.

Users are NOT AUTHORIZED to make any purchases of goods and/or services through school accounts. Furthermore, Knox County Career Center is not responsible for financial obligations arising from such purchases.

Non-Knox County Career Center Personnel Usage

Anyone who is not a school employee or student of Knox County Career Center (school volunteers, guest/visitors, meeting attendees, etc.) must obtain written permission from the building director or higher administrator in order to have access to the Intranet/Internet system. Written permission will be kept on file with the technology administrator, and these accounts will be established on an as-needed basis only.

Acceptable Use Policy

All users of school provided Intranet/Internet services, including electronic mail, must comply with the following standards of acceptable use:

Use of network resources must support educational objectives and be consistent with the mission of the Knox County Career Center.

Users must abide by the copyright law, licensing restrictions, contracts and other local, state and federal laws, school board policies and regulations, as well as school-based guidelines.

Use of network resources for commercial use or profit is prohibited.

Intranet/Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Others will hold individual users accountable for the use of their accounts.

Students' telephone numbers and addresses shall not be transmitted or posted to ensure student privacy and safety without parental consent. Student personal information shall not be transmitted or posted to ensure student privacy and safety without parental consent.

Users who receive information or messages that make them uncomfortable must immediately report the occurrence to the supervising teacher and/or building director.

Users will never agree to meet with someone they encounter online without the prior permission of their parents/guardians.

Users will not attempt to access private or personal materials, information, or files of others without prior authorization.

Users will not vandalize, damage or disable the work of another individual or organization.

Users will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.

Users can copy only material for which they have permission.

Users will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.

Chatting on computers of any nature is prohibited unless under the direct supervision of a classroom teacher as related to their course of study.

The downloading of music (MP3's) and video files are prohibited unless under the direct supervision of a classroom teacher. The Technology department must be informed before any downloading of this type of material.

Users will not use school-provided Internet access for illegal purposes or non-approved commercial purposes.

Users must abide by the acceptable use policy of any accessed network.

All computer equipment must be Board accepted and technology administrator approved before the use on the local or global network.

Teachers sponsoring student use of technology equipment shall review with students the acceptable use policy and at all times maintain supervision of student using the network.

Teachers with computer lab duty must maintain supervision of students using the network at all times.

Employee Agreement

EMPLOYEE NAME _____

Independent Use of Electronic Information Technology Permission Form

All Knox County Career Center employees are responsible for upholding the guidelines outlined in the Acceptable Usages Policy. Any employee who wishes to use the services of Knox County Career Center electronic information technology shall have this form signed and placed on file in the school office.

Employee Name (PRINTED) _____

Employee Signature _____

Date _____

I have read the Acceptable Usage Policy of Knox County Career Center and accept the responsibility for exhibiting standards of ethical behavior in the use of the Technology resources. I understand that violation of these regulations shall result in limitation or cancellation of user privileges and possible school disciplinary action. I also understand that certain violations may constitute a criminal offense.

MUST BE SIGNED AND RETURNED BEFORE NETWORK USAGE PERMITTED