

Forsyth County Schools Computers and Network Resources Employee Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Additional items that employees need to be aware of:

- A. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access game or other sites that could infect the computer with "Spyware".
- B. Teachers should follow the guidelines below when allowing or directing students to do Internet searches.
Elementary:
Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines (see <<http://www.forsyth.k12.ga.us/studentportal>> for examples) **and** must be done with teacher supervision.

Middle:
Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines (see <<http://www.forsyth.k12.ga.us/studentportal>> for examples). A search using any other search engine must be conducted with teacher supervision.

High:
If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results (see <<http://www.forsyth.k12.ga.us/studentportal>> for examples).
- C. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.
- D. Never allow a student to log in with a staff member's user name and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including e-mail and grades.
- E. Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.
- F. Never allow a student to use a computer unless they are logged on under their own name (K-2 students may use a generic "classroom account" created by the school ITS).
- G. Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a DOS prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Instructional Technology Specialist of any violation of the Acceptable Use Policy.
- H. Do not allow students to go to computer labs unsupervised (if the school site has labs).
- I. Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.
- J. Users are responsible for the appropriate storage and backup of their data.

- K. The system requires employees to change passwords every 14 days. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor or movie. Make sure any written password information is stored in a secure location. Do not leave passwords lying on your desk or in an unlocked drawer.
- L. Short-term substitute teachers are not to take students to the computer lab nor allow students to use the computers in the classrooms. (Long term substitute teachers may be qualified to use computers/labs by the building ITS after they receive appropriate orientation including review of the Acceptable Use Policy.)
- M. Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, Spam mail (spreading email or postings without good purpose), and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load. All employees must request permission from the building administrator before sending any messages to an entire school staff.
- N. Employees must abide by the Forsyth County Schools Web Site Posting guidelines when posting any materials to the web.
- O. Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

Retrieved from <http://www.forsyth.k12.ga.us/article.asp?spt=10&article=8> on 7-5-05