

**Policy**  
**Employee Computer and Internet Use**

**Descriptor Code: IFBGC**

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Employees are responsible for good behavior on school computer networks and the Internet just as they are in a classroom, a school hallway, or other school property. Communications on the network and Internet are often public in nature. General school rules for behavior and communications apply. The network and Internet are provided for employees to conduct research and communicate with others. Access to network services and the Internet will be provided to employees who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Technology has become an important teaching tool and is available throughout the school environment. Restriction of technology access limits an employee's ability to access valuable and important information. Pickens County Schools provides technology/internet access to all employees.

To ensure proper use of technology resources, staff will provide developmentally appropriate guidance to employees as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. All employees will be informed by staff of their rights and responsibilities as users of any district network and the Internet prior to gaining access to that network, either as an individual user or as a member of a group. Technology should be used to achieve educational goals and implement school curriculum. School technology resources should not be used for non-educational activities.

**TECHNOLOGY USE RULES**

Individual users of the district computer networks and the Internet are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards.

Network storage areas may be treated as other school property. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be always be private.

Pickens County Schools employs an internet filtering program that will screen and filter the majority of obscene material.

Employees may publish school-related work on the Pickens County Schools web site.

Employees using school technology resources (networks and the Internet) shall not:

- Send, download, display or distribute offensive messages or pictures, including but not limited to, pornography, racist materials, vulgar jokes/cartoons, anti-religious propaganda, and ethnic insults.
  
- Send, download, display or distribute information that advocates violence and/or destruction of property or other violations of legal statutes

- Use obscene language
  
- Harass, insult or attack others
  
- Use technology resources for non-educational purposes
  
- Damage computers, computer systems or computer networks
  
- Engage in practices that threaten the network (e.g. loading files that may introduce a virus, destroying data, etc.)
  
- Violate copyright laws
  
- Use others' passwords
  
- Trespass in others' folders, work or files
  
- Intentionally waste limited resources (e.g. paper, disk space, etc.)
  
- Employ the network for commercial purposes
  
- Promote any religion or religious institution
  
- Assist a public campaign for election of any person to any office (excluding school elections)
  
- Engage in any other such behaviors as may violate existing school and Board policies

### **Consequences**

- Employee violations are subject to sanctions, such as loss of access, reprimand, suspension, and loss of employment.

