



Acceptable Use Policy for Technology Services: Faculty/Staff Agreement

Spartanburg School District One provides technology services to its students, faculty, and staff. These services include all computer hardware, network and Internet services and associated software. All that access these technology services must agree to certain assurances. All use of Technology Services must be in support of the educational purpose and objectives of District One. The District firmly believes that the valuable information and interaction available through the Internet and Network Services outweighs the risk of certain user behaviors not consistent with the educational goals of the District.

An employee who violates the terms of this District Acceptable Use Guidelines will be subject to disciplinary action consistent with the nature of the offense, including suspension or cancellation of technology privileges, loss of employment, and/or loss of license or certification. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user will be responsible for all such costs. Acceptable use of technology is at the discretion of the district administration. Unacceptable behaviors include, but are not limited to, the examples listed below:

- Accessing inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided.
- Damaging computers, computer systems or computer networks (Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism)
- Attempting to bypass district filters or security measures
- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Violating copyright laws
- Trespassing in others' folders, work or files, moving, accessing or tampering with another individual's files or folders
- Intentionally disrupting the system or wasting resources in any way
- Using the Network Services for illegal commercial purposes (i.e. business transactions)
- Revealing personal addresses or phone numbers via internet, email, or other communication services
- Accessing file sharing or downloading music, games, or software
- Behaving in any inappropriate manner, i.e. participating in electronic social networking such as myspace and facebook, to the extent of adversely affecting the employee's ability to perform his/her work
- Using the equipment in any way that is inconsistent with individual school policies
- Utilizing services for financial, commercial, or personal gain
- Communicating student information that does not comply with policies on Data Privacy and Public Use of School Records
- Sharing password protected information, data, or resources with students.

Any links to District Web pages that are not specifically curriculum-related will meet the criteria established in the District Internet Acceptable Use Guidelines. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

Users should consider all communications and information accessible via the network to be private property of Spartanburg District One. All users of the Internet must adhere to all federal and state laws and local board policy.

Search and Seizure

System users do not have a privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Guidelines, the school's disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school's disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. District employees should be aware that their personal files are discoverable under state public records laws and **Freedom of Information Act**.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system. In the event there is an allegation that a staff/teacher/administrator has violated the District Acceptable Use Guidelines, the person will be provided with an oral notice of the alleged violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard. Disciplinary actions consistent with the nature of the offense could result in suspension or cancellation of Internet privileges and/or loss of employment. Administration and principals reserve the right to investigate supposed violations of District Acceptable Use Guidelines.

Employee Name

Employee Signature

Date

Failure to return this policy with signed acknowledgment does not exclude the user from responsibility for violations.