

HANCOCK COUNTY SCHOOL SYSTEM PERSONNEL

INTERNET SAFETY AND ACCEPTABLE USE POLICY AGREEMENT FOR COMPUTER SERVICES, INTERNET ACCESS, AND ELECTRONIC MAIL

All computer hardware and software used by the Hancock County School System personnel are the property of the Hancock County Board of Education. All electronic mail, documents, spreadsheets, databases, and any other material generated by and on these computer systems are also the property of the Hancock County Board of Education. The Hancock County School System reserves the right to review any document, data file, electronic mail message or any other material on these computer systems and to copy, delete, or disclose it, if necessary. All data including e-mail communications stored or transmitted on the school system computers shall be monitored. Users should have no expectation of privacy with regard to such data. Personal computers/devices connecting to the school system network will be treated as school property.

Professional development opportunities will be provided for teachers and staff. Teachers and staff will provide appropriate instruction in Internet Safety to the students. All teachers and staff will promote the Internet Safety and Acceptable Use Policy provided for the students/parents. Teacher and staff will report any misuse of the information system/network to the Hancock County School's network administrator. The Hancock County Board of Education will review, evaluate, and revise this policy biennially.

Filtered Internet access is available for use by school system personnel. This is a computer service that is provided by the Hancock County Board of Education. The school system reserves the right to monitor Internet use by any user at any time on any device used within the school system. Access to unacceptable Internet sites will not be tolerated. Any Internet usage in which acceptable use is questionable should be avoided. If a user is in doubt, he or she should seek policy clarification prior to pursuing the activity. Some prohibited and illegal activities, includes but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- Using the network for unauthorized disclosure, use and dissemination of personal identification information regarding minors and others

Before any employee of the Hancock County School System is allowed use of the school system's Internet or intranet access, the employee shall sign this policy. Any employee who accesses the Hancock County School System's computer system/network for any purpose agrees to be bound by the terms of this agreement, even if no signed written agreement is on file. Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the Hancock County School System.

As a user, I agree to the following guidelines:

1. I will use the information and computer resources of the Hancock County School System for authorized school system business only. I will be accountable for and accept full responsibility for all transactions performed using my computer access codes.
2. I will maintain the confidentiality of all computer information and resources to which I have access. I will maintain confidentiality by using passwords that are not obvious and easy to detect. I will not share passwords or disclose passwords. I will not disclose any information or documentation obtained from, or pertaining to, the school system's computer system to any third party, except in the routine lawful conduct of the school system's business.
3. I will abide by the terms and conditions in this policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, discipline action may be taken and/or appropriate legal action pursued.

I have read and agree to comply with the policies and guidelines set forth above. I understand that I do not have a right to privacy regarding any information created, stored, or distributed utilizing Hancock County School System's computer system/network. I understand I shall not utilize the school system's resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on the school system computers shall be monitored. I understand I have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. I understand that willful violation of, or disregard for, this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the Hancock County School System.

User's Name (Please Print)

User's Signature

Date