

Charleston County School District Policy GBEBD

ACCEPTABLE USE OF TECHNOLOGY

Issued 1/09/2006 Revised 1/14/2008

1. Purpose

To establish the Board's vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

2. Acceptable use

It is the policy of Charleston County School District that use of district information technology shall be lawful and ethical, shall be for district educational or business purposes, shall conform to district technology and security standards, and shall comply with all applicable board policies and regulations.

This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act (47 U.S.C. § 254).

3. Applicability

This policy applies to every person who uses a district information technology or electronic communications system or service in any manner.

4. Scope

The following district systems and services are within the scope of this policy:

- 4.1 Telephones, cell phones, PCS devices, radios, pagers, facsimile systems
- 4.2 Computer systems, hardware, printers, personal digital devices, wired and wireless networks
- 4.3 E-mail, web content and systems, intranet, and Internet services
- 4.4 Video systems including distance learning and ETV systems
- 4.5 Software including, but not limited to instructional and office software, district financial systems, human resource systems, and student information systems
- 4.6 All other district information technology or electronic communications, whether owned, leased, contracted, or otherwise utilized by the district.

5. Standards for acceptable use of information technology

Use of district information technology systems and services is subject to the following Standards. By accessing or using these systems or services, the user accepts without limitation or qualification the terms and conditions of these Standards.

5.1 Use shall be lawful and ethical.

5.1.1 Unlawful, threatening, harassing, libelous, defamatory, obscene, or offensive use is prohibited.

5.1.2 Access to visual depictions that may be obscene, pornographic, or harmful to minors is prohibited.

5.1.3 Using false or deceptive identity is prohibited.

5.1.4 Unauthorized access to, or alteration or disruption of, a communications or computer system is prohibited.

5.1.5 Compliance with copyright, trade mark, patent, and other property rights is required.

- Copyrighted material commonly includes text, software, music, graphics, photos, and other creations that are available in print, on the web, or in other electronic media.
- Permission of the copyright owner generally is required for copying, downloading, or distributing material protected by copyright. For example this requirement applies to e-mail distribution and web publication, and to copying copyrighted software.
- Be aware that the copyright symbol is not required for protection under the Copyright Act, and that availability of an item on the web does not mean it is without copyright protection.
- Permission to use copyrighted software is granted by license. Users shall comply with software licenses including 'shrink wrap' licenses, and records of all licenses must be maintained.

5.1.6 Use must comply with all applicable Charleston County School District policies, regulations, and directives.

5.2 Use shall be for district educational or business purposes.

5.2.1 Commercial, personal, political, and religious uses are not allowed. For example, "My car is for sale" is not permitted on district web or e-mail systems.

5.2.2 Personal calls on desktop or 'wireline' phones are limited to incidental local calls.

5.2.3 Personal long distance calls and personal cell phone calls are reimbursable to the district.

5.2.4 Personal e-mail is not permitted on district e-mail systems.

5.3 Technology products, services, and use shall conform to district standards.

5.3.1 Hardware and software to be installed on district systems must be district approved.

5.3.2 Web sites and web pages created for the district must be district approved.

5.3.3 Technology and communications systems must be used in a secure manner.

- Passwords are not to be shared, posted, or disclosed.
- Anti-virus scans are to be made on any software, executable code, scripts, e-mail, or other data on devices to be connected to district networks.
- Personally identifiable information on students and other persons that is protected by law or considered confidential is not to be disclosed to unauthorized persons.
- Use of information technology shall comply with security standards established by the district through its information technology department.
- Only authorized software is to be loaded on district devices.

6. Conditions of use

6.1 Safe and secure use by minors of direct electronic communications (including e-mail, chat rooms, and instant messaging) will be assured. Use of district computers by minors to access the Internet shall be supervised at all times to comply with the Standards of this policy.

6.2 Employee and student use of district electronic communications and computer systems shall be filtered for appropriate usage and content. Filtering will be provided for all Internet enabled computers used by students, patrons, and staff. Filtering will be disabled only for bona fide research or other lawful purposes.

6.3 Persons using district technology and electronic communications shall have no expectation of privacy in such use. Usage of district technology and electronic communications may be monitored, logged, disclosed, deleted, or terminated by the district. Online activities of minors will be monitored for appropriate use.

6.4 Employees have a duty to protect district technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to district authorities.

6.5 Violations of this policy and its Standards may be cause for revocation of use privileges, disciplinary action including termination, and law enforcement action.

7. Disclaimers

7.1 No warranties for the accuracy, quality, functionality, or availability of technology and communications are expressed or implied by this policy and these Standards.

7.2 The district assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district technology including, but not limited to,

non-district websites which may have links with district websites. Users are cautioned to use due care when accessing non-district information technology resources.

Adopted 1/09/06, revised 1/14/08

Legal references:

A. Federal law:

1. 47 U.S.C. Section 254(h) - Children's Internet Protection Act.
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.
3. 17 U.S.C. Section 101, et seq. - Copyright Act.
4. 18 U.S.C. Section 1030 - Computer Fraud and Abuse Act of 1986, as amended.
5. 18 U.S.C. Section 2510 - Electronic Communications Privacy Act of 1986.

B. S.C. Code of Laws, 1976, as amended:

1. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
2. Sections 16-16-10, et seq. - Computer Crime Act.