

CLINTON COUNTY SCHOOLS - EMPLOYEE

RESPONSIBLE USE POLICY (RUP)



The Clinton County School District is pleased to provide access to the District's computer network and the Kentucky Educational Network. This access includes Internet, email, VoIP, the district's internal network, servers, switches, wireless access points, and all other technology resources provided by computing devices and accessed via that internal network (from this point forward, all of these resources and access will be referred to simply as "The Network"). To gain access to the network, employees must agree to, sign, and return the attached employee Access Release and Authorization Form to the appropriate district or school administrator. The network is made available to access the Internet, email, VoIP and other resources to further educational goals and objectives. It is important that employees read, understand, and follow the terms of the Clinton County Schools Employee Responsible Use Policy (RUP). Violations of these terms may result in temporary or permanent loss of access to the network and/or disciplinary action, up to and including, termination of employment. When applicable, law enforcement agencies may be involved.

EMPLOYEE RESPONSIBILITIES

The use of the network is a privilege, not a right. Employees who are granted access must remember that they represent Clinton County School Districts and as such, must conduct themselves in a professional manner, respect the rights of others, protect the integrity of the information and observe all relevant laws, regulations, and contracts including software licensing agreements and copyright laws.

The Clinton County School Districts reserves the right to review, monitor, and restrict information stored on or transmitted via Clinton County Schools owned or leased equipment and to investigate suspected inappropriate use of resources.

NETWORK / INTERNET TERMS & CONDITIONS

- The use of your account must be in support of education/research or duties and be consistent with the educational objectives of the Clinton County Schools District.
- Appropriate district and/or school administrators may deem appropriate use.
- You shall monitor the computer activities of students.
- You shall protect your password from unauthorized personnel.
- You shall change your user passwords regularly.
- You shall report security violations to your principal and/or appropriate district staff member immediately.
- You shall obey copyright laws.
- You shall inform your immediate supervisor if you receive messages that make them feel uncomfortable, are offensive, or are of a bullying nature.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not bypass or attempt to bypass the Clinton County Schools proxy server.
- You shall not load, save, or run games, chat programs, or software which do not support educational goals.
- You shall not use the Network for private, commercial, or illegal use.
- You shall not use obscene, offensive, or threatening material, or otherwise harass, bully or demean other users.

- use computers, tablets, cell phones or any other communication device, district or personal owned, to bully or cyberbully any individual or group either at or away from school.
- You shall not use programs to infiltrate computing systems and/or damage software components.
- You shall not use district or state provided network storage space i.e. home folders for non-instructional use.
- You shall not communicate anonymously.
- You shall not alter another person's data.
- You shall not violate existing Board policy or public law.
- You shall not vandalize, hack into, or maliciously alter school network property.
- You shall not unload, download, or create computer viruses or malware.

ELECTRONIC MAIL (Email) TERMS AND CONDITIONS

- You shall not compose or send messages or attach items which are abusive, bullying, defamatory, degrading, lewd, vulgar, obscene, pornographic, sexually explicit or consist of inappropriate language from district or personally owned devices, either at or away from school.
- You shall not use email for communications that are not directly related to instruction, sanctioned school activities, or your job.
- You shall not create, forward or share spam or chain letters.
- You shall not use email for private business or personal use.
- You shall not swear, use vulgarities, obscenities, or any other inappropriate language.
- You shall not send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material.
- You shall not access another user's messages without permission.
- You shall not send electronic messages using another person's name or account.
- You shall not send electronic messages anonymously.

Employees are reminded that electronic mail, Internet access, and other network resources are provided for the purpose of carrying out job related responsibilities. District personnel and others who manage the Network have access to all email and email usage is monitored. Email is not private. Email and/or network usage relating to or in support of illegal activities may be reported to the authorities. Email and/or network usage which violates the Code of Pupil Conduct and/or the Employee Handbook will be reported to the school administration and may incur disciplinary action. Email and/or network usage which indicate that a teacher or student may be in danger or may harm himself/herself or another person will also be reported to the school administration and other appropriate authorities.

By signing this form, you hereby accept and agree that your rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in district policy/procedure. Please also be advised that data stored in relation to such is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to you also can be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before you can use online services, you must accept the service agreement.

I also grant permission for emergency and non-emergency notices to be delivered via telephone and or other electronic communications (text, social media, etc.) by the District's automated calling system.

Employees shall be held accountable their actions and loss of privileges and/or disciplinary actions may occur if the Responsible Use Policy is violated.

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Access Release and Authorization Form



As a condition of using Clinton County Schools' Network, I understand that access to the network is a privilege, and agree to the following:

- As a user of the Clinton County School Districts' computer network, I have read and hereby agree to comply with the District's RUP and related board policies in a responsible manner while abiding by all relevant laws and restrictions.
- The Clinton County School District has the right to review, edit, and/ or remove any material stored on any system provided by the district and/or state.
- All network resources and services are available to me for educational purposes in pursuit of the Clinton County School Districts' goals.
- I authorize the Clinton Co district and/or school(s) to publish my work, photograph, and video on the Internet, newspaper, and/or other media.
- I release the Clinton County School District and its offices, employees, and agents from any claims and damages arising from my use of the network.

I have read and agree to comply with the Clinton County Schools District Responsible Use Policy Agreement. I understand that any violation of these regulations is unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken up to and including termination of employment.

Location _____ Title/Position _____

Certified _____ Classified _____

Employee's name (please print) _____

Employee's Signature _____

Date _____

Revised 6/11/18

FOR OFFICE USE ONLY	
Account Created ___/___/20___	Created by _____