

# ACCEPTABLE USE POLICY

## COCKE COUNTY SCHOOL SYSTEM

### Staff

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Cocke County Schools have access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

The Internet has come about because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. Cocke County Schools take every precaution to restrict access to this information. However, an industrious user may discover it. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet.

Please remember the following:

- ❖ Never write or share your password!!
- ❖ All network communication must be polite, kind and free from inappropriate language.
- ❖ Electronic mail is not private.
- ❖ Electronic mail will be checked daily. File server space is limited.
- ❖ Personal addresses, phone numbers, and financial information shall not be included in network communication.
- ❖ No attempt to tamper with other people's data or gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- ❖ Cocke County School System does not own the copyright on any of its software, and except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), you do not have the right to reproduce it.
- ❖ If you are unsure about any use of the networks or Internet, ask the technology coordinator.

I understand that computer, network and Internet use at Cocke County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks and Internet, I will abide by the above Terms and Conditions for Technology/Internet Use at Cocke County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

**Additionally:**

- ❖ I understand that Cocke County School System will provide computer, network and Internet access, for educational purposes only, to qualified students, teachers, administrators and staff through it individual schools.
- ❖ I will ensure that all students who use the computers, networks, and/or Internet under my supervision abide by the Cocke County School System Acceptable Use Agreement.
- ❖ I will not leave students unattended while they are using any technology under my supervision.
- ❖ I will set an educationally relevant objective for each technology activity that I supervise.
- ❖ Cocke County School System does not condone and specifically forbids the unauthorized duplication of software.
- ❖ I will abide by the copyright law.

*According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.*

User Name \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_