



Growing Possibilities...

## Employee Acceptable Use Policy Internet and E-Mail

Computer hardware, software and networks are accessible to Union County Public Schools employees to support the mission and goals of the school system and the Union County Board of Education. The purpose of this Acceptable Use Policy is to insure that electronic resources, the Internet and e-mail are used for instructional and/or administrative purposes and to help employees in the performance of their duties. Appropriate uses of electronic resources and networks include instruction, independent study, research, and the official work by offices, schools and department. All users of these networks should be aware that unacceptable use of these systems can be a violation of system policy, state or federal law.

### Employee Responsibilities:

The use of the Internet and other computer networks is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what is inappropriate use. Employees must remember that they represent the Union County Public Schools and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Employees should understand that through routine maintenance of the WAN, e-mail and visits to web sites are not private information.

### Acceptable Uses:

Employees are to utilize computer networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance or with system operations or other users. Use by an employee for occasional personal communications defines "incidental personal use". Employees are reminded that such personal use must comply with this Acceptable Use Policy.

### Unacceptable Uses (includes but is not limited to the following):

- Any use for private financial gain
- Knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate
- Communicating fraudulent, harassing, abusive, offensive or obscene information, pictures or messages
- Violating copyright laws
- Accessing inappropriate sites or inappropriate e-mail
- Interfering with or disrupting network users, services, or equipment
- Installing unlicensed software or software for other than work purposes
- Accessing chat rooms, playing computer games or listening to the radio over the network
- Any use that is illegal, such as gambling or chain letters

### Implementation of Policy

Each school and/or department is required to obtain a signed copy from each staff member before the staff member can access the WAN, Internet resources or e-mail. The signed copies are to be kept on file by the principal or department head.

### Employee Agreement Form

As an employee of the Union County Public Schools, I have read and agree to comply with the UCPS Acceptable Use Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_